



*Maintenance*

**MUNITIONS ACCOUNTABILITY PROCEDURES**

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This instruction provides direction to organization/unit commanders, account custodians, munitions users, and munitions flight personnel to ensure compliance with munitions accountability procedures. This publication implements procedures not fully contained in AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*; for munitions accounts managed by Stock Record Account Numbers (SRAN) FB2029, FV2027, FV2171, and FV2304. This publication applies to all organizations/activities assigned or attached to, and supported by, the 649th Munitions Squadron (649 MUNS), having valid requirements and proper authority to maintain or expend munitions in the performance of their mission. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, to 649 MUNS Materiel Flight Supervision (LGAM) 6075 Indigo Lane Hill AFB, UT 84056. See **Attachment 1** for Glossary of References and Supporting Information. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

|  |          |
|--|----------|
| <b>1 – Munitions Management Policy</b>                 | <b>5</b> |
| <b>2 – Responsibilities</b>                            | <b>5</b> |
| 2.1. Munitions Accountable Systems Officer (MASO)..... | 5        |
| 2.2. Commander.....                                    | 5        |
| 2.3. Account Custodian.....                            | 6        |
| <b>3 – Account Management</b>                          | <b>7</b> |
| 3.1. Establishing a Custody/Consumption Account .....  | 7        |
| 3.2. AF Form 68, Munitions Authorization Record.....   | 8        |
| 3.3. Munitions Forecast.....                           | 10       |
| 3.4. Freezing Munitions Custody Account .....          | 11       |
| 3.5. Courtesy Storage.....                             | 11       |

|   |           |
|---|-----------|
| 3.6. Restricted/Suspended Munitions .....                         | 12        |
| 3.7. Loss/Damage Reporting.....                                   | 12        |
| 3.8. Storage, Security and Handling Requirements .....            | 13        |
| 3.9. Transportation of Explosives .....                           | 14        |
| 3.10. Reporting Munitions Dangerous to Life and/or Property ..... | 15        |
| 3.11. Lot Number Integrity .....                                  | 15        |
| <b>4 – Issues</b>   | <b>15</b> |
| 4.1. Issue Procedures.....  | 15        |
| 4.2. Consumption Issues .....                                     | 16        |
| 4.3. Custody Issues .....   | 16        |
| 4.4. Emergency Issues.....  | 18        |
| 4.5. Time Change Management.....                                  | 19        |
| 4.6. Due-out Validation.....                                      | 20        |
| <b>5 – Turn-Ins</b>   | <b>20</b> |
| 5.1. Turn-in Procedures.....                                      | 20        |
| 5.2. Custody Turn-in .....  | 22        |
| 5.3. Due-In-From Maintenance (DIFM) Turn-in.....                  | 22        |
| 5.4. Expenditure Turn-in.....                                     | 22        |
| 5.5. Organizational Turn-in.....                                  | 22        |
| 5.6. Found-On-Base (FOB) Turn-in .....                            | 22        |
| 5.7. Organizational Refusals .....                                | 23        |
| <b>6– Custody Expenditure Request</b>                             | <b>23</b> |
| 6.1. Expenditure Procedures .....                                 | 23        |
| <b>7 – Inventory Procedures</b>                                   | <b>24</b> |
| 7.1. Purpose.....   | 24        |
| 7.2. MASO Custody Account Inventory.....                          | 24        |
| 7.3. Quarterly Custody Account Inventory.....                     | 25        |
| 7.4. Primary Custodian Change Inventory.....                      | 26        |
| <b>8 – Maintaining Custody Account</b>                            | <b>26</b> |
| 8.1. Custody Account Jacket.....                                  | 26        |
| 8.2. Supporting Documentation .....                               | 26        |
| 8.3. Tracking of Assets .....                                     | 26        |
| 8.4. Location Updates .....                                       | 27        |
| 8.5. Munitions Forecast.....                                      | 27        |
| 8.6. Approved Allocation.....                                     | 28        |
| 8.7. Allocation Transfer .....                                    | 29        |

**9 – Mobility 29**  
9.1. Mobility Procedures.....29  
9.2. Organizational Responsibilities .....29

**10 – Specific Programs 30**  
10.1. Reusable Munitions Container.....30  
10.2. Excess Munitions.....30  
10.3. Disposition Procedures .....30  
10.4. Monitoring Shelf/Service Life .....32  
10.5. Munitions Residue .....31  
10.6. Expended Brass and Scrap.....32

**11 – After Hours Support 32**

**12 – Unique Local Requirements 32**

**13 – Management Products 32**  
13.1. Custody Management Report (IS506A) .....32  
13.2. Custody Account Listing (IS507A) .....33  
13.3. Special Inventory Listing (IS430A).....33  
13.4. Due-out Validation Listing (ISA06A) .....33  
13.5. DIFM Asset Listing (IS535A) .....33  
13.6. Ad Hoc Listing (ISQ00A).....33

**Tables**

1.1. Time Change Requisitioning Schedule.....20  
1.2. Expended Munitions Conversion Matrix.....32

**Attachment 1 – GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 34**

**Attachment 2 – ESTABLISHING A MUNITIONS ACCOUNT 45**

**Attachment 3 – OUT-OF-CYCLE ALLOCATION REQUEST 46**

**Attachment 4 – AF FORM 68, MUNITIONS AUTHORIZATION RECORD  
INSTRUCTIONS 47**

**Attachment 5 – MUNITIONS CUSTODIAN BRIEFING 50**

**Attachment 6 – COMMANDER’S BRIEFING 51**

**Attachment 7 – COURTESY STORAGE AGREEMENT LETTER 54**

**Attachment 8 – CUSTODY ISSUE REQUEST 55**

|  |           |
|--|-----------|
| <b>Attachment 9 - EMERGENCY ISSUE REQUEST LETTER</b>           | <b>57</b> |
| <b>Attachment 10 – TIME CHANGE/CONSUMPTION ISSUE REQUEST</b>   | <b>58</b> |
| <b>Attachment 11 – CUSTODY TURN-IN REQUEST</b>                 | <b>60</b> |
| <b>Attachment 12 – AF FORM 2005 DIFM TURN-IN REQUEST</b>       | <b>62</b> |
| <b>Attachment 13 – CUSTODY EXPENDITURE REQUEST</b>             | <b>64</b> |
| <b>Attachment 14 – CERTIFICATE OF CUSTODY ACCOUNT TRANSFER</b> | <b>66</b> |
| <b>Attachment 15 - CUSTOMER FEEDBACK SURVEY</b>                | <b>67</b> |

**1. Munitions Management Policy.** The Munitions Accountable Systems Officer (MASO), 649MUNS, Munitions Operations is responsible for maintaining strict accountability for munitions assets. As munitions are pilferable and potentially dangerous, strict accountability and control must be maintained. For further guidance refer to AFI 23-111 *Management of Government Property in Possession of the Air Force*, AFI 21-201 *Management and Maintenance of Non-Nuclear Munitions*, AFMAN 91-201 *Explosive Safety Standards*, and T.O. 11A-1-1 *Conventional Munitions Restricted or Suspended*, or contact 649MUNS/LGAMO, Munitions Operations.

## **2. Responsibilities.**

### 2.1. MASO.

2.1.1. Enforces principles of supply discipline as outlined in AFI 21-201 and other applicable directives.

2.1.2. Advises outside agencies on matters pertaining to accountability, inventory management, and reporting of munitions assets under MASO control.

2.1.3. Briefs using organization commanders on their responsibilities, in writing for munitions account management.

2.1.4. Develops and publishes a Munitions Customer Guide to aid commanders, custodians and munitions users in munitions accountability procedures (this publication).

2.1.5. Provides and documents training to primary and alternate custodians in writing for proper account management. Custodians and certifiers must complete training before assuming responsibilities. Training must be given within 30 days of appointment.

2.1.6. Ensures established stock levels are not exceeded.

2.1.7. Ensures proper marking and accountability of all auditable documents.

2.1.8. Notifies all custodians and users of munitions suspended or restricted by T.O. 11A-1-1, *Conventional Munitions Restricted or Suspended*.

2.1.9. Maintains an after-hour support capability for responding to priority requirements.

### 2.2. Using Commanders.

2.2.1. Ensures munitions requirements are accurately forecasted, annual allocations are not exceeded, and munitions are used only for their intended purpose.

- 2.2.2. Ensures munitions are afforded adequate storage and provided proper security and control.
- 2.2.3. Ensures munitions received are accounted for until expended or turned-in and inventory and lot number integrity is maintained.
- 2.2.4. Ensures personnel are aware of their responsibilities as munitions users.
- 2.2.5. Appoints a primary and at least one alternate munitions custodian per account.
- 2.2.6. Assign individuals authorized to certify munitions expenditures to ensure the stated quantity of authorized expenditures actually occurred and the AF Form 2005, **Issue/Turn-in Request**, agrees with support documents before certifying the AF Form 2005.
- 2.2.7. Ensures munitions issued items are not released to agencies or individuals outside the USAF without prior approval of the MASO and higher headquarters.
- 2.2.8. Ensures departing primary custodians transfer munitions accountability to a new primary custodian or turn-in all munitions to the MASO at least 45 days before release from the duty station.
- 2.3. Account Custodians will:
  - 2.3.1. Properly control, safely and securely store, prevent the unauthorized use of munitions received, and ensure these assets are not released to agencies or individuals outside the Air Force without prior approval of the MASO and higher headquarters.
  - 2.3.2. Maintain accurate, current, and auditable records for munitions received, expended, or turned-in.
  - 2.3.3. Report all suspected or actual losses, damages, or thefts through their commander to the MASO.
  - 2.3.4. Ensure that upon notification of suspended or restricted munitions, immediate action is taken to screen on-hand assets. If any of these assets are on hand, immediately remove them from use and turn them in.
  - 2.3.5. Retain all packing material for issued assets. When assets are turned-in they must be packaged as they were received from Munitions Inspection. Maintain munitions assets in original packing until assets are ready for use.
    - 2.3.5.1. Packing material no longer required due to munitions expenditure must be turned-in to Munitions Inspection as soon as possible.

2.3.6. Contact Munitions Operations prior to deploying with munitions assets. Munitions Operation will process paper work only (PWO) turn-in and then process shipment document to the deployed location. If a ship to SRAN is unknown, process the shipment document using FV9999.

2.3.7. Use this publication as a reference for the management of their custody accounts.

### **3. Account Management.**

#### 3.1. Establishing an Account

3.1.1. The requesting unit will:

3.1.1.1. Have a valid requirement by an Air Force directive, Technical Order (TO), OPLAN etc., allowing them to expend, retain, or install munitions or explosive items.

3.1.1.2. Request a munitions custody account from the MASO in writing (Attachment 2). As a minimum, the request must clearly state the purpose and reference for the account and the following:

3.1.1.2.1. Request a customer account code from Munitions Operations. The assigned customer account code is valid for 30 days pending the MASO's receipt of complete request package. If the package is not received the customer account code will be deleted and may be assigned to another account. Account codes may be assigned over the phone.

3.1.1.2.2. Type of munitions required by master stock number or complete round code and quantity (must be justified in authorizing directive).

3.1.1.2.3. Obtain an explosive facility license and/or courtesy storage agreement (whichever applies).

3.1.1.2.3.1. Contact OO-ALC/SEW, Weapons Safety Center, for an explosive facility license (if required).

3.1.1.2.3.2. Contact 649MUNS/LGAMS, Munitions Storage Element, for a courtesy storage agreement (if required).

3.1.1.2.4. Prepare an out-of-cycle request (Attachment 3) for type and quantity of munitions required.

3.1.1.3. The request must be endorsed by the MASO prior to submission to your functional manager.

3.1.1.4. It is the responsibility of the using organization to submit the request to the functional manager and follow up on the status.

3.1.1.5. Prepare and submit an AF Form 68, **Munitions Authorization Record** (see paragraph 3.2 and Attachment 4) appointing certifying officials (Part II), a primary custodian and at least one alternate custodian (Part III). Commanders may elect to personally sign certificates of authorization and receipt for munitions.

3.1.1.6. Authority to certify issues and expenditures will not be given to an individual below the level of the element chief; however, commanders may delegate this authority to section chief (or equivalent level) if it is more advantageous and operationally necessary.

3.1.1.7. On approval of allocation from MAJCOM, prepare and submit issue request for the required munitions.

3.1.2. 649MUNS MASO will:

3.1.2.1. Review the complete request package for adequacy.

3.1.2.2. Approve or disapprove establishment of a munitions account.

3.1.2.3. Notify the using organization commander upon receipt of approval or disapproval of allocation request by MAJCOM.

3.1.2.4. Schedule a briefing with the organization commander.

3.1.2.5. Provide the commander a copy of this publication and an AF Form 68.

3.1.2.6. Provide the organization commander with status of requisitioned ammunition as required. Ammunition cannot be requisitioned or issued until approval from MAJCOM is received and all required briefings have been conducted.

3.2. AF Form 68.

3.2.1. The organization requiring munitions support will prepare the AF Form 68 (Attachment 4). Unit commanders use the AF Form 68 to delegate authority, to certify munitions issue or expenditure and to identify those individuals authorized to receipt for munitions assets issued to their organization. Personnel authorized to certify (Part II) issue or expenditure requests cannot be authorized to receipt (Part III) for munitions. The exception is Weapons Load Training. The AF Form 68 is revalidated:

3.2.1.1. When the unit commander changes.

3.2.1.2. When the primary custodian changes.

3.2.1.3. Annually (from original date)

3.2.1.4. As directed by MASO.

3.2.2. It is the unit commander's responsibility to ensure the validation is accomplished.

3.2.3. The commander may appoint an alternate as acting commander but it must be stated on G series orders, (a copy of the G series order must be provided to the MASO).

3.2.4. If the unit commander elects to designate, by formal letter to the MASO, a representative to sign on his behalf, it is recommended that the designated individual be the person who assumes responsibility in the commander's absence.

3.2.5. The AF Form 68 must contain original payroll signatures of all delegated personnel (blue or black ink only).

3.2.6. Submit AF Form 68 to 649 MUNS/LGAMO for approval.

3.2.7. AF Form 68 must be typed and will not be accepted with corrections or pen and ink changes.

3.2.8. Annual revalidation and AF Form 68 must arrive at Munitions Operations 10 days prior to expiration date of current form to allow for processing and distribution. Unless prior arrangements are made, upon expiration of the AF Form 68, the account will be frozen, no further transactions will be authorized, and the commander will be notified.

3.2.9. The revalidation letter is provided only as a courtesy to our customers. It is still the custodians responsibility to be aware of, and comply with, required revalidation dates regardless of whether a revalidation reminder is received or not.

3.2.10. The unit commander must sign the AF Form 68, for Unit level accounts. The applicable commander must sign group and wing level accounts.

3.2.11. The only changes allowed on the AF Form 68 are deletions of authorized individuals. Deletions are made on the original copy and can be done by telephone to 649MUNS/LGAMO.

3.2.12. Personnel designated, as certifiers, primary or alternate custodian must be briefed on their responsibilities within 30 days by Munitions Operations (Attachment 5). Personnel cannot sign for munitions until they receive the MASO briefing. Alternate custodians must also receive the MASO briefing so they can assume duties for the account if the primary is unavailable to perform custodial duties.

3.2.13. The custody account commanders must be given a briefing on their responsibilities by Munitions Operation within 30 days of appointment (Attachment 6).

### 3.3. Munitions Forecast.

3.3.1. The annual munitions forecast is the single most important report submitted. Its accuracy, validity, and timeliness can not be overemphasized.

3.3.2. The MASO will notify all custodians to forecast munitions requirements through their functional managers. The functional manager provides guidance for completing the forecast.

3.3.3. Custodians should use all applicable DoD and Air Force directives to provide a comprehensive and accurate forecast and consider weapons training deployments, special training events, competitions, etc., when formulating the munitions forecast:

3.3.4. Custodians will:

3.3.4.1. Forecast requirements using the master National Stock Number (NSN).

3.3.4.2. Provide a courtesy copy to munitions operations prior to sending to Functional Manager.

3.3.4.3. Not forecast for aircraft time change components listed in T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*, chapter 4, using these procedures.

3.3.4.4. Not forecast for munitions not identified by a Master Subsidiary Relationship Code (MSRC).

3.3.4.5. Not carry over forecast requirements into a subsequent fiscal year. Requirements for each year must stand alone, be justified, and validated by the user.

3.3.4.6. Not consider on-hand assets when forecasting requirements. Forecasted quantities always represent the total fiscal year requirements regardless of current or projected on-hand quantities.

3.3.5. Occasionally an oversight in formulating the annual forecast occurs because requirements change, or new requirements become known. When this occurs it will be necessary to adjust allocations by requesting an out-of-cycle allocation through your functional manager (Attachment 3). Out-of-cycle allocation requests cannot be submitted prior to 1 April each fiscal year or until 50 percent of the allocation has been expended.

3.3.6. There are some munitions assets in the Air Force inventory, which are not forecast and are approved by the Item Manager or locally by the MASO. Authorizations for these stock number are requested using an AF Form 1996, **Adjusted Stock Level**. Upon submission, the MASO will coordinate with the Item Manager and approve/disapprove your request and return a copy to you and instruct you of further action if any. All approved AF Form 1996 must be reviewed semi-annually by the account custodian.

3.3.7. It is a violation of the Air Force Fraud, Waste and Abuse Program to use munitions for purposes other than those for which they are originally issued. Such abuse could result in action under the Uniform Code of Military Justice (UCMJ).

#### 3.4. Freezing Munitions Custody Account.

3.4.1. Whenever conditions exist that prove mismanagement by the custody account commander or custodian, the MASO may freeze the custody account. No assets may be issued, expended or turned-in until the discrepancies have been corrected. Responsibility for correcting identified deficiencies rests with the commander or custodian of the frozen account. If known discrepancies are not corrected in a timely manner, the MASO will inform the appropriate authorities. Repeated discrepancies may result in administrative and disciplinary action or turn-in of all assets possessed by the organization.

3.4.2. Account can be frozen for the following reasons:

3.4.2.1. Loss of lot number integrity

3.4.2.2. Outdated or invalid AF Form 68

3.4.2.3. Loss of accountability

3.4.2.4. Failure to comply with this regulation or other MASO directives.

#### 3.5. Courtesy Storage.

3.5.1. Owning organization without adequate storage facilities may request courtesy storage through the 649 MUNS Materiel Flight Superintendent.

3.5.2. To request courtesy storage, the commander of an organization must submit a letter (Attachment 7) indicating the type and quantity of munitions requiring courtesy storage, duration of storage, why courtesy storage is required and what actions, if any, are being taken to eliminate the requirement for courtesy storage.

3.5.3. Courtesy storage is “not” automatic. Approval is based on available space within the munitions storage area and may have to be denied or revoked depending on operational needs.

3.5.4. After review and approval of the request by the Material Flight Superintendent, Munitions Storage will prepare a formal courtesy storage agreement for signature.

3.5.5. Although stored within the Munitions Storage Area (MSA), the accountability, reporting, care, and preservation of the assets remain the responsibility of the owning organization.

3.5.6. The using organization will place placards on all courtesy stored munitions. Place the placards in a highly-visible position for each location of the items being stored.

3.5.6.1. The placards should contain custodian name, account number, phone number and item inventory (NSN, nomenclature, lot number and quantity).

### 3.6. Restricted/Suspended Munitions.

3.6.1. Restricted/Suspended munitions constitute a potential safety hazard to personnel, facilities, and equipment. It is imperative that procedures are strictly followed to restrict or discontinue their use immediately upon notification.

3.6.2. Once notification is received from Munitions Inspection, Munitions Operations will immediately notify all users (actual and suspected) of restricted/suspended munitions verbally with instructions. A written notification with instructions will follow.

3.6.3. Upon notification, users will take immediate action to restrict/discontinue the use of munitions and coordinate the turn-in of assets with Munitions Inspection.

3.6.4. Restrictions imposed on munitions may still allow for their use. Use of these munitions by specific units, activities, or geographical areas may be restricted because of reduced reliability (i.e., short shelf/service life, etc.) or unsafe conditions that may exist as a result of their use. Munitions items issued with restrictions will be identified by a condition code tag attached to the item packaging with at least one tag per container. All personnel/users must be made aware of these restrictions and items remaining in storage should always be properly tagged.

3.6.5. Users must comply with all instructions, technical orders, local procedures, etc., regarding the use of munitions. Munitions that fail to function/misfire should not be handled, but reported immediately to the Command Post who will notify Explosive Ordnance Disposal (EOD). In addition, report these incidents to Munitions Inspection so they may determine what further actions are required and submit the necessary reports.

### 3.7. Loss/Damage Reporting.

3.7.1. MASO and account custodians are responsible for the full amount of any loss, damage or destruction to property caused by their negligence, willful misconduct, or deliberate misuse.

3.7.2. Whenever a theft, loss, or destruction of munitions occurs or is suspected to have occurred, immediate action will be taken to notify the MASO and other appropriate authorities as specified in AFI 23-111.

3.7.3. The Commander may obtain relief from accountability by requesting an inventory adjustment. Adjustments require supporting justification and documentation including inventory count sheets, transaction history inquiries, etc.

3.7.4. A report of survey must be conducted if the loss is:

3.7.4.1. A result of negligence, willful misconduct, or deliberate misuse is suspected.

3.7.4.2. Controlled Item Code (CIC) 1 - Very high risk, 2 - High risk, C, 6, or 8 - Confidential, or T - Top Secret, are involved.

3.7.4.3. CIC 3 - moderate risk loss of 20 items or valued at more than \$200 or less, are involved.

3.7.4.4. CIC 4 and 7 - Low risk, P - Pilferable, or U - Unclassified, loss of 200 or fewer items valued at \$250 total, are involved.

3.7.4.5. For either of the last two situations, the organizational commander may allow the responsible individual to pay for the loss by processing DD Form 114 **Military Pay Order**, DD Form 362, **Statement of Charges/Cash Collection Voucher**, or DD Form 1131 **Cash Collection Voucher**, in lieu of report of survey, or may sign an administrative letter stating that payment is not required.

3.7.4.6. Provide the MASO a copy of the report of survey, DD Forms 114, 362, or 1131, or administrative letter to support inventory adjustment processing.

3.7.4.7. Do not submit a report of survey for adjustments generated due to aircraft accident or for assets jettisoned from aircraft. An administrative letter stating the circumstances of the loss signed by the Logistics Group (LG) or Operations Group (OG) commander, or a copy of the aircraft mishap report will serve as justification.

### 3.8. Storage, Security, and Handling Requirements

3.8.1. Secure facilities and adequate storage must be available before requesting munitions if not using 649MUNS MSA. Refer to AFPD 31-1 *Physical Security*, AFI 31-101 *Air Force Physical Security Program*, AFMAN 91-201, (and AFMC supplements) and DoD 6055.9-STD *Ammunition and Explosive Safety Standards* for guidance on secure facilities.

3.8.2. An approved AF Form 2047, **Explosive Facility License**, from Weapons Safety is required for the storage of munitions outside of the MSA. Ensure quantities and types of munitions specified on the license are not exceeded and ensure personnel limits are clearly posted and not exceeded. Personnel should be trained to handle munitions and be familiar with the hazards associated with the items they handle.

3.8.3. Organizations with valid requirements may request to have their munitions courtesy stored in the MSA by establishing a courtesy storage agreement with Munitions Storage Element.

3.8.4. The commander must submit a written request to Munitions Storage Element (649 MUNS/LGAMS).

3.8.5. Courtesy storage will only be provided if sufficient storage space (as determined by the Materiel Flight Superintendent or equivalent) is available.

3.8.6. Requirements and responsibilities outlined in the agreement must be met. Failure to comply with conditions of the agreement will result in revocation of the agreement and loss of storage privileges. Materiel Flight Supervision reserves the right to terminate courtesy storage agreements if storage space is required for their use. Munitions Storage will review/renew courtesy storage agreements annually.

3.8.7. Munitions Storage personnel will accomplish general housekeeping unless the facility is solely used by an organization.

3.8.8. Access to courtesy stored munitions is made by contacting Munitions Storage. Munitions Storage requires two weeks notice for scheduling to ensure timely support. Munitions Storage will notify the custodian of the scheduled date and time that access will be provided. Inform Munitions Storage of any changes required to the schedule.

3.8.9. If your munitions require maintenance or inspection of any kind, it must also be scheduled through Munitions Storage/Munitions Inspection two weeks prior to the maintenance or inspection being performed.

3.8.10. Only custodians will be given access to munitions. A custodian must be present (at least one individual listed in Section III of the AF Form 68) when withdrawing or returning assets from/to courtesy storage.

3.9. Transportation of Explosives.

3.9.1. Transport explosives in accordance with AFMAN 91-201, Chapter 2, Section 2E. As a minimum the following items are required for transportation of munitions assets:

3.9.1.1. A suitable government vehicle with wheel chocks. Munitions will not be transported in the passenger compartment of any vehicle.

3.9.1.2. Munitions will not be transported in a privately owned vehicle (POV) without prior approval from OO-ALC/SEW.

3.9.1.3. Two serviceable fire extinguishers rated at least 2-A: 10-B: C.

3.9.1.4. Sufficient means (tie-down straps) to secure the load to the vehicle.

3.9.1.5. Four fire symbol placards (appropriate for the hazards of the munitions being transported, a 1.1, 1.2, 1.3, or 1.4) to attach to the vehicle.

3.9.2. Movement of issued assets to customer locations or assets scheduled for turn-in is the responsibility of the account owner. If no means of transportation exists the 649MUNS may be contacted for assistance and movement of assets may be scheduled as workload permits on a case by case basis.

3.10. Reporting Munitions Immediately Dangerous to Life and/or Property.

3.10.1. Ammunition and explosives dangerous to life and/or property must be immediately reported to EOD and other appropriate agencies (i.e., fire department, security forces and OO-ALC/SEW) as required.

3.10.2. The custodian will contact Munitions Operations immediately upon discovery. The custodian will provide Munitions Operations Element with a turn-in document for any asset turned over to EOD. This document will be signed in block A and block B by an authorized EOD inspector and will be processed by Munitions Operations.

3.11. Lot Number Integrity.

3.11.1. Lot number integrity of munitions must be maintained at all times; the lot number is the sole means of identifying munitions that are hazardous (restricted/suspended). Do not mix different lot numbers in containers or storage locations. Maintain accurate records for items in a built-up/in use configuration to preserve lot number information and ensure munitions not expended are repacked in their original containers after use.

#### **4. Issues.**

4.1. Consumption Issues.

4.1.1. Must be consumed within 15 days from the date and time of issue. If available storage facilities cannot satisfy the security requirements specified in AFI 31-101, the safety requirements of AFMAN 91-201, consumption issues are restricted to that quantity which can be consumed on the day of issue. The account will be frozen if assets are not turn-in after the 15 day time period.

4.1.2. Due In for Maintenance (DIFM) issues are those munitions needed for immediate installation (time change and of expendability, recoverability, reparability category code (ERRC); this would include all reusable containers with ERRC T (XD2).

4.1.3. Shop stock items such as arming wire, lugs, swivel and links, ferrules, safety clips are authorized to be consumption issued in support of category D. Shop stock items will be issued in quantity unity pack (QUP). These assets will be managed IAW AFI 21-201.

#### 4.2. Custody Issues.

4.2.1. A custody issue is an issue to an individual or organization for use at a point in time. Secure facilities and adequate storage must be available for support of all custody issues. All custody issues are controlled on a custody account.

4.2.2. Off-base accounts may submit requests through distribution, however it is the custodian's responsibility to ensure the documents are received at munitions operations before cutoff date.

#### 4.3. Issue Procedures.

##### 4.3.1. D023K – Airmunitions Storage Management System - FB2029 – Issues.

4.3.1.1. Account custodians prepare two identical copies of the AF Form 2005, **Issue/Turn-in Request**, as identified below for each issue, (Attachment 8). The AF Form 2005 must be certified (signed) in block A by an individual listed on the AF Form 68 and Section II. Individuals listed in Section III of AF Form 68 may NOT sign AF Forms 2005. Individuals listed in Section III are only authorized to sign for the receipt of munitions.

4.3.1.2. Forward the AF Form 2005 to the OO-ALC Retail Item Manager (RIM) located in Building 1532. AF Forms 2005 may be faxed to Building 1532 to initiate the issue process. However, the copy of the AF Form 2005 with original signatures must still be forwarded to the RIM for filing.

4.3.1.3. Issues from the D023K system will not have a MASO approval signature on the AF Form 2005. However, name and phone extension will be typed on the AF Form 2005 in block B.

4.3.1.4. Requests for issues must be made no later than close of business (COB) on Monday of the current week. This would be the week prior to the required issue date of the requested assets. Any request for issues received after COB Monday of the current week, will be scheduled 2 weeks out.

4.3.1.5. Issue requests received less than 10 duty days in advance will be scheduled 3 weeks out unless submitted as an emergency issue. The procedures applied in this situation are IAW AFI 21-201, paragraph. 23.4. An emergency issue letter, (see 4.4), signed by group commander or equivalent must accompany the AF Form 2005.

4.3.1.6. OO-ALC/WM Item manager inputs Issue Requests in D035A system which overlays into the D035K system which overlays into the D023K system. Munitions Operations print out Pseudo Forms 1348 in four copies and forward them to the RIM. Once the RIM verifies documents they attach AF Form 2005 to Pseudo Forms 1348 and forward to Munitions Operation for processing.

4.3.1.7. Munitions Operation will process issue on D023K system and print out the Mechanized Airmunitions Serviceability and Location Record in two copies. The Mechanized Airmunitions Serviceability and Location Record is attached to the Pseudo Form 1348 and Munitions Operations will give documents to scheduler.

4.3.1.8. Storage will deliver munitions assets to Inspection in Building 2214.

4.3.1.9. Inspection will verify the document and assets match, and then perform a pre-issue inspection on the assets.

4.3.1.10. When the inspection is complied with, Inspection contacts the customer to pick up the munitions assets. Before the customer signs for their items, their names are verified against the AF Form 68 for that account to ensure they are authorized to sign for the items.

4.3.1.11. The individual signing for the assets will annotate the location the items will be stored on the reverse side of the issue document.

4.3.1.12. Inspection updates and complies with inspection, and storage location if being stored by the customer in facilities not controlled by the 649MUNS, in D023K, then hand carries the signed document control copy to Munitions Operations.

4.3.2. CAS-B – Combat Ammunition System Base – FV2171, FV2304 and FV2027 Issues.

4.3.2.1. Account custodians will submit two copies of an AF Form 2005 to Munitions Operations to request munitions, (Attachment 8). Requests for issues must be made no later than 10 duty days in advance. Issue requests received less than 10 duty days in advance will be scheduled 2 weeks out unless submitted as an emergency issue. The procedures applied in this

situation are IAW AFI 21-201, paragraph. 23.4. An emergency issue letter, (see paragraph 4.4), signed by group commander or equivalent must accompany AF Form 2005. Any issues received less than 10 duty days in advance will be scheduled 2 weeks out unless submitted as an emergency issue. The 649 MUNS squadron commander may be authorized to sign an emergency issue for Test Accounts 649SC and 649FT.

4.3.2.2. Munitions Operations will review for completion and accuracy before submitting for MASO endorsement.

4.3.2.3. Upon MASO approval, Munitions Operations will process the DD Form 1348-1, **DoD Single Line Item Requisition System Document (Manual)** on CAS-B. Munitions Operations attaches the DD Form 1348 to the AF Form 2005 and forwards documents to scheduler.

4.3.2.4. Issue documents (CAS-B/D023K) are scheduled and given to the Munitions Inspection scheduler and a list of scheduled Job Control Numbers (JCN) is given to Storage Dispatch. Storage will pick up scheduled work orders from Dispatch and pull asset from the munitions storage area.

4.3.3.5. Storage will deliver munitions assets to Inspection in Building 2214.

4.3.2.6. Inspection will verify the document and assets match, and then perform a pre-issue inspection on the assets.

4.3.2.7. When the inspection is complied with, Inspection contacts the customer to pick up the munitions assets. Before the customer signs for their items, their names are verified against the AF Form 68 for that account to ensure they are authorized to sign for the items.

4.3.2.8. The individual signing for the assets will annotate the location the items will be stored on the reverse side of the issue document

4.3.2.8. Inspection updates and complies with inspection, and storage location if being stored by the customer in facilities not controlled by the 649MUNS, in CAS-B, then hand carries the signed document control copy to Munitions Operations.

4.4. Emergency Issues.

4.4.1. Emergencies are bonafide requirements that stem from situations beyond the control of the requesting organization. An oversight by the organization to meet the normal time criteria for delivery of the AF Form 2005 is not a bonafide emergency. Requests that stem from oversights will be approved or disapproved on a case by case basis by the MASO.

4.4.2. All emergency requests require a letter of justification signed by the applicable group commander (LG, OG, etc.) or equivalent, (Attachment 9). Letters must be delivered to

Munitions Operations with the issue, with MASO approval within 24 hours. 649 MUNS squadron commander is authorized to sign emergency issue for test accounts 649SC and 649FT.

4.4.3. Emergency request letters must contain:

4.4.3.1. Reason for emergency issue in detail to include directive authorizing emergency issue (e.g., MAJCOM message, change to existing or new regulations, etc.).

4.4.3.2. Stock number and quantity required.

4.5. Time Change/Consumption Account Management.

4.5.1. Consumption accounts are established and maintained for organizations that require munitions for immediate use or installation within 15 days,[e.g. cartridge/propellant actuated devices (CAD/PAD)], life support items, or items (i.e., components, containers, etc.) used for end-item repair. Munitions issued in this manner are not accounted for on asset balance records. Normally issues are only for the quantity of items that can be consumed on the day of issue if the organization's storage facilities do not meet security or safety requirements.

4.5.2. Consumption issued items must be managed with prudent supply discipline to ensure annual allocations are not exceeded and munitions are not misused. Personnel who are authorized to receive and maintain these items are responsible for their control, use, and disposition.

4.5.3. Time change items are managed using Due-In From Maintenance (DIFM) control regardless of Expendability, Recoverability, and Reparability Code (ERRC). Munitions Operations uses the IS535A-DIFM Listing to monitor DIFM assets to ensure they are returned in 15 days.

4.5.4. Organizational schedulers will complete time change forecasts in accordance with T.O. 00-20-9, using AFTO Form 223, **Time Change Requirements Forecast**, or a Core Automated Maintenance System (CAMS) generated forecast.

4.5.5. Provide supplemental shipping address when applicable (i.e., time change replacement at or during depot maintenance, deployed aircraft).

4.5.6. Submit issue requests on AF Form 2005 (Attachment 10) to Munitions Operations between 45 and 60 days before the next calendar year quarter.

4.5.7. Late requests require a letter with the reason for late submission and signature of the requester's commander.

4.5.8. The user will submit a supplemental forecast, when requested quantities exceed forecast.

4.5.9. CAD/PAD stock levels are limited to one per type aircraft or missile system supported in case of inadvertent firings. Additional levels are justified on an AF Form 1996.

**Table 1.1. Time Change Requisitioning Schedule**

| Required Month | Earliest Requisition Date | Latest Requisition Date |
|----------------|---------------------------|-------------------------|
| Jan – Mar      | 1 Nov                     | 15 Nov                  |
| Apr – Jun      | 1 Feb                     | 15 Feb                  |
| Jul – Sep      | 1 May                     | 1 May                   |
| Oct – Dec      | 1 Aug                     | 15 Aug                  |

#### 4.6. Due-Out Validations.

4.6.1. Due-outs are established when there is a valid requirement, but assets are not available. Munitions Operations will take action to requisition assets and issue the assets upon receipt.

4.6.2. Munitions Operations creates a due-out and reviews monthly *Due-Out Validation Listing* (ISA06A). Review and validation of due-outs are extremely important and should be accomplished in an accurate and timely manner.

4.6.3. The Munitions Operations will send a CAS-B generated due-out validation listing, which will have all due-outs established, along with a letter of instructions, to the requesting organization for action. The commander or individual delegated on Part II of the AF Form 68 will sign below the statement printed on the due-out validation listing in the space provided on the listing.

4.6.4. The completed due-out validation listing must be returned to munitions operations within seven working days from receipt. Failure to complete the actions as spelled out in the letter of instructions within the prescribed time frame may result in the possible cancellation of your due-outs.

### 5. Turn-Ins:

#### 5.1. Turn-in (RMI) Procedures.

##### 5.1.1. D023K – FB2029 Turn-in (RMI):

5.1.1.1. The customer will contact the 649 MUNS Inspection scheduler in Building 2214 to request turn in of returned munitions inspections.

5.1.1.2. Requests for turn in must be made no later than COB Monday of the current week. This would be the week prior to the required turn in date of the requesting organization. Any requests for turning in assets received after COB Monday of the current week will be scheduled 2 weeks out.

5.1.1.3. Custodians are not authorized to perform in-check or returned munitions inspections on assets being turned in from their own accounts.

5.1.1.3. Automated Turn-in documents may be used instead of AF Form 2005. The account custodian turns in the assets along with the STUFFERs. Inspection processes the STUFFER in the same manner as the AF Form 2005.

5.1.1.4. The use of the TANDEM system computer-generated "STUFFER" may be used as the source document for turn-ins to the FB2029 (Depot) stockpile only.

5.1.1.5. The STUFFERs are computer-generated by the using organizations with all the required information printed from the item's file.

5.1.1.6. The STUFFERs are processed through the Inspection Section in the same manner as an AF Form 2005. The inspector in-checks the item and ensures all required information is correctly annotated on the STUFFER. The inspector then enters the data into D023K and forwards the STUFFER to Munitions Operations.

5.1.1.7. The information in D023K and on the STUFFER is verified by the RIM then processed into the D035 system. A document control copy of the STUFFER is then filed and maintained in accordance with AFI 21-201.

5.1.1.8. Assets in the FB2029 (Depot) stockpile are not managed in CAS-B therefore documents are not processed by AFK personnel. The RIMs are assigned to the Munitions Operations Element by the Air Logistics Center supply function.

5.1.2. CAS-B FV2304, FV2171 and FV2027 Turn-in (RMI):

5.1.2.1. The customer will contact the 649 MUNS Inspection scheduler in Building 2214 to request turn in of returned munitions inspections.

5.1.2.2. Prior to turn-in of the assets, Munitions Operations personnel will review the documents for accuracy and initial the AF Form 2005, **Issue/Turn-in Request**, in Block C. Documents must be completed in accordance with the IAW AFI 21-201, paragraph 25.7, by the originating activity.

5.1.2.3. If an item is not found to be on the custodian's account, Munitions Operations will ensure the custodian provides complete details of where the asset was found so the item can be processed as a Found-On-Base (FOB) turn-in. All FOBs will be IAW AFI 21-201 and remarks placed in Block E of the AF Form 2005.

## 5.2. Custody Turn-in.

5.2.1. Turn-in of assets from custody accounts. Turn-in must be processed using the same document number of the issued asset. (Attachment 11).

## 5.3. Due in From Maintenance (DIFM) Turn-in.

5.3.1. Time change assets are maintained under DIFM control and turned in utilizing the AF Form 2005 (Attachment 12). The replaced item should be turned into Munitions Inspection (Bldg. 2214) using the same document number of the issued replacement part within 15 days of issue. The organization will ensure that munitions are repacked and returned in the original container. All munitions will be segregated and identified by NSN and lot number or serial number.

## 5.4. Expenditure Turn-In.

5.4.1. Turn-in of assets originally consumption issued which were not consumed.

5.4.2. The MASO may use the expenditure turn-in process to correct erroneous expenditures from custody accounts.

5.4.3. Turn-in of assets removed from operational use for cause.

## 5.5. Organizational Turn-in.

5.5.1. Turn-in of removed components, (i.e., missile guidance unit) or empty accountable containers.

## 5.6. Found On Base (FOB) Turn-in.

5.6.1. FOB applies to munitions found outside the MSA or an approved storage area and not issued (or no record of issue) to a custody or consumption account, removed from amnesty boxes, confiscated munitions or removed from or left by transient aircraft. Assets must be picked-up on accountable record and an audit trail must be established.

5.6.2. If an item is not found to be on the custodian's account, Munitions Operations will ensure the custodian provides complete details of where the asset was found so the item can be processed as a FOB turn-in. All FOB's will be IAW AFI 21-201 and remarks placed in block E of the AF Form 2005.

5.6.3. FOB turn-in are submitted for MASO review to determine if a special inventory is required prior to processing the document.

5.6.4. Inspection will conduct special inspection of assets before they process FOB in CASB/DO23K.

5.6.5. Notify Munitions Operations of munitions that are FOB. The MASO is responsible for researching and identifying the source/owner (if possible). Notify EOD before turning the munitions in to the MSA if they appear to be hazardous or are not readily identifiable. Immediately turn-in munitions that are FOB to Munitions Inspection. Munitions of this nature are potentially hazardous since their condition and origin is unknown.

## 5.7. Organization Refusals.

5.7.1. If an item should no longer be required after an issue has been processed, but before the property is actually received for:

5.7.1.1. The organization must still come to munitions inspection and sign the original issue document.

5.7.1.2. The refusing organization will fill out an AF Form 2005 turn-in request while at inspection to relieve their organization of accountability.

5.7.1.3. Inspection will write "Organization Refusal" on the document control copy and forward to Munitions Operations.

## **6. Custody Expenditure Request.**

### 6.1. Expenditure Procedures.

6.1.1. Expenditure requests are documented on an AF Form 2005, (Attachment 13). Prepare AF Form 2005 in three copies (minimum), typed or legibly written in black/blue ink, for submission to Munitions Operations for processing. Documents with obliteration's, whiteout, or dubious markings will not be accepted. Documents not meeting requirements will be returned for correction/re-accomplishment. Changes to the stock number lot number, quantity, or document number will not be accepted unless they are initialed by the certifying official.

6.1.2. The commander or designated representative (certifying official) ensures munitions are only used for their intended purpose when certifying munitions expenditures. Certifying officials must confirm the AF Form 2005 agrees with support documentation (i.e., AF Form 2434, **Munitions Configuration and Expenditure Document**; AF Form 710, **Combat Arms Training Record**; etc.).

6.1.3. Munitions installed on aircraft remaining on station are not processed for expenditure until fired.

6.1.4. Expenditures must be submitted to Munitions Operations within five workdays of the expenditure. If an inventory is scheduled to be conducted expenditures must be turned in prior to inventory not in conjunction with the inventory.

## **7. Inventory Procedures.**

### 7.1. Purpose.

7.1.1. Munitions inventory verifies the item balance of all munitions consigned to an FV/FB account and correct errors in processing and storage operations through reconciliation of item record balances with quantities of assets on-hand or in-use.

7.1.2. During the 100 percent/MASO change stockpile inventories, munitions will be inventoried IAW AFI 21-201. The closed warehouse blind inventory method will be used. The MASO/proxy ensures munitions users are aware of the inventory dates. Customers will be notified of the semi-annual inventory dates through e-mail or base media. Only mission capable (MICAP) shipments and emergency issue requests approved by the group commander or equivalent will be honored. 649 MUNS commander may be authorized to sign emergency issue for Test accounts 649 SC and 649 FT. This minimizes transactions against the account during the inventory.

7.1.3. Inventories will be accomplished within the designated inventory month.

### 7.2. MASO Custody Account Inventory.

7.2.1. Annually, the MASO or designated representative must perform an inspection of the custody account.

7.2.2. During the inspection, the inventory process is observed to ensure compliance with established procedures.

7.2.3. The inspection results documented detailing the condition of munitions and storage facility and the custodian and organizational commander will be briefed on the findings and required corrective action.

7.2.4. The organizational commander, custodian and MASO will sign the *Custody Account Inventory Listing* (IS507A) and documented findings.

7.2.5. The *Special Inventory Count Sheets* (IS430A) will be signed by the custodian and the MASO or designated representative.

7.2.6. Account custodians must give Munitions Operations clear and accurate location updates for all custody assets that have been moved.

7.2.7. Hand carry all completed inventory packages to Munitions Operations, to include:

7.2.7.1. Inventory worksheets.

7.2.7.2. Custody account listing.

7.2.7.3. Relief documents for losses or inventory adjustments.

7.2.7.4. Inventory results letter signed by custodian and commander.

7.2.7.5. Scheduled turn-in dates for assets for excess to allocations.

7.2.8. The inventory results will be entered in the CAS-B system by Munitions Operations and the date of last inventory (DOLI) is updated. **NOTE:** Other than the required signatures and dates, no other markings will be made on the custody account listing.

7.2.9. The reconciled custody account inventory listing, inventory count sheets and findings will be maintained in the custody jacket file until superseded by the next annual MASO custody account inventory.

7.3. Quarterly Custodian Inventory.

7.3.1. Using organizational commander is responsible for ensuring all munitions on their custody accounts are properly accounted for. Custodians, will on behalf of the commander, schedule, conduct and document inventories on a quarterly basis.

7.3.2. All custody accounts must be inventoried by the custodian quarterly. Munitions operations personnel will give the IS507A, IS430A, and instructions to account custodians to aid in proper reconciliation of the account. Inventory must be completed and filed in the month scheduled.

7.3.3. The organizational commander, custodian and MASO will sign the IS507A.

7.3.4. The custodian will sign the IS430A.

7.3.5. The inventory package will be hand carried to Munitions Operations.

7.3.6. The reconciled custody account inventory listing and special inventory count sheets will be maintained in the custody jacket file until superseded by the next quarterly custodian inventory. The MASO may also conduct the quarterly custodian inventory if the custodian requests assistance or the MASO determines the need to ensure the custody account is being managed properly.

7.3.7. The Munitions Operations Element will assist all account custodians with any needs in managing their accounts to include ensuring inventories are accomplished in a timely manner.

7.3.8. The Munitions Operations Element, in conjunction with the custodians, will schedule all inventories.

7.3.9. Failure to show for the scheduled inventory appointment will result in a no-show notification to the unit commander and the account will remain frozen until inventory has been completed.

7.4. Primary Change of Custodian.

7.4.1. When a change of primary custodian occurs, the losing and gaining primary custodian and MASO or designated representative will conduct a physical inventory. Munitions Operations will bring all required listings to conduct joint inventories.

7.4.2. The organizational commander, losing and gaining primary custodians and MASO will sign the IS507A and the Certificate of Custody Account Transfer, (Attachment 14).

7.4.3. The losing and gaining primary custodians and the MASO or designated representative will sign the IS430A.

7.4.4. The reconciled custody account inventory listing and special inventory count sheets will be filed as the current quarterly custodian inventory.

## **8. Maintaining Custody Account.**

8.1. Custody Account Jacket.

8.1.1. The custodian will maintain a jacket file for applicable documentation pertaining to their account. A half-inch binder or six-part folder is recommended for this purpose.

8.2. Supporting Documentation.

8.2.1. The jacket file will consist of the following five tabs containing supporting documents and forms:

8.2.1.1. TAB A:

8.2.1.1.1. Current AF Form 68.

8.2.1.1.2. Commander's briefing letter.

8.2.1.1.3. Custodian's briefing letter.

8.2.1.1.4. Certificate of transfer to current primary custodian.

8.2.1.2. TAB B:

8.2.1.2.1. Munitions forecast.

8.2.1.2.2. Munitions allocation letter.

8.2.1.2.3. AF Form 1996 (if applicable).

8.2.1.2.4. Expenditure log (if applicable).

8.2.1.3. TAB C:

8.2.1.3.1. Current IS507A (*Custody Account Listing*).

8.2.1.3.2. Quarterly Inventory documentation (IS507A, IS430A & discrepancy letter if applicable).

8.2.1.4. TAB D:

8.2.1.4.1. Copies of all auditable documents for expenditure, issue, and turn-in transactions. (Munitions Operations will maintain documents for one year, custody accounts will retain all documents since last completed inventory), hand receipts (AF Form 1297, **Temporary Issue Receipt**) and shipping documents (DD Form 1348-1) deployed munitions.

8.2.1.5. TAB E:

8.2.1.5.1. Supporting documentation (e.g. letters, messages, checklists, customer guide, etc.).

8.3. Tracking of Assets.

8.3.1. Custodians will track their assets by using the issue document number, stock number, Category (CAT) Code, lot number, condition code, and location. When expenditures are submitted to munitions operations, the custodians will ensure that the document number, NSN, CAT code, lot number, and location are the same as reflected on the current custody account listing. If not, the expenditure will not be honored until the above information is corrected. This also applies to turn-ins.

#### 8.4. Location Updates.

8.4.1. The custodian is responsible for tracking assets by location. Custodians must review the custody account listing at least monthly and submit location updates to Munitions Operations. Updates must be submitted at least monthly and prior to any scheduled inventories. Failure to do so will be written up as discrepancies during customer account inspections and reported to commanders.

#### 8.5. Munitions Forecast.

8.5.1. The Munitions forecast is submitted annually; guidance is provided by MAJCOM and put together by Munitions Operations based on your organizational inputs.

8.5.2. Munitions forecast is required to ensure uninterrupted training, operations and mobility support and to provide HQ USAF justification for purchasing and acquisition. Ensure all munitions forecasts are accurate and timely.

8.5.3. Munitions Operations will provide users of munitions a copy of their munitions forecast document, which will be used to validate each requirement. A letter will be attached providing detailed instructions on how to prepare the munitions forecast document. Using organizations must identify their requirements to the Munitions Operations using the forecast worksheet.

8.5.4. Munitions forecast is the single most important report submitted and its accuracy and validity cannot be over emphasized. Commanders of using organizations must properly forecast for munitions. Poor forecasting and overstatement of requirements are the primary causes for munition shortages worldwide.

#### 8.6. Approved Allocation.

8.6.1. HQ USAF is the final approving authority for munitions allocations.

8.6.2. Approved allocations will be provided to the Munitions Operations by HQ USAF and distributed to each individual account

8.6.3. Upon receipt of the approved fiscal year allocation, Munitions Operations loads the authorized levels. If changes or additional requirements are necessary after approved allocations

are received, contact Munitions Operations for guidance.

#### 8.7. Allocation Transfers.

8.7.1. Allocation transfers for major exercises (e.g., Red Flag, etc.) must be coordinated with the Munitions Operations at least 120 days in advance to allow time for transfer of allocations or requisitioning of assets to the gaining unit. Otherwise, availability of munitions at the TDY location cannot be guaranteed.

8.7.2. Allocation transfers for cross-country aircraft need to be coordinated at least 2 weeks in advance to allow scheduling, issue and assembly of assets at the TDY location. This will happen only for small quantities and if the assets are available at the transient location.

### 9. Mobility Accounts.

9.1. Mobility ammunition control procedures are outlined in AFI 21-201, chapter 34.

9.2. Organizations having mobility munitions commitment will:

9.2.1. Forecast for major category B, mobility munitions using the single worst case OPLAN/OPORD to be supported, and not a combination of the requirements.

9.2.1.1. Be responsible for adequate storage or have a courtesy storage agreement.

9.2.1.2. Ensure mobility munitions are used solely for mobility.

9.2.2. Custodian will notify Munitions Operations of the mobility tasking, destination and duration as soon as the requirements are known. Prior to deploying with munitions assets, Munitions Operation will process paper work only (PWO) turn-in and then process shipment documents to the deployed location. If a ship to SRAN is unknown, process the shipment document using FV9999.

9.2.2.1. If there is an established munitions account and storage area at the deployed location assets are to be turned in to the deployed MASO. If there is no munitions account at the deployed location, the member is responsible for safeguarding the ammunition until relief by appropriate authority.

9.2.2.2. Deploying custodian will ensure accountability of munitions assets are maintained.

9.2.2.3. When there is no MASO at the deployed location, document expenditures as they occur and submit an after-action report to the home station MASO upon return.

9.2.3. Any remaining munitions must be turned in to Munitions Inspection upon return to home station using procedures outlined in paragraph 5.1.

## **10. Specific Programs.**

### 10.1. Reusable Munitions Containers.

10.1.1. Reusable containers are those identified by the U.S. Air Force as high dollar or shortage items. These containers may be ERRC coded XB3 or XD2. Reusable munitions containers must be accounted for in the CAS-B system. The following procedures apply:

10.1.1.1. Containers being requested to replace an unserviceable asset will be issued under DIFM control. Unserviceable repairable container must be turned in using the original issue document number.

10.1.1.2. Packing material is part of the container and must be turned-in with the container.

10.1.1.3. Containers must be used for only storing the original asset intended for the container. Using containers for purposes other than originally intended is prohibited, unless the functional manager grants permission. Users, who destroy or improperly dispose of reusable containers, including packing material, may be held financially responsible.

10.1.1.4. Reusable munitions containers will be scheduled for turn in to the Munitions Inspection IAW turn-in procedures in this publication.

### 10.2. Excess Munitions.

10.2.1. Serviceable excess and unserviceable munitions will be reported to the Munitions Operations. Turn-ins will be processed according to this publication.

### 10.3. Disposition Procedures.

10.3.1. Munitions residue generated from the expenditure of AFI 36-2217 *Munitions Requirements for Aircrew Training*, ammunition will be processed by the 649MUNS Maintenance Element. Other users will bring munitions residue to the 649MUNS Maintenance Element. They will inspect and certify the munitions as residue free IAW T.O. 11A-1-60 *General Instruction-Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed To, or Containing Explosives* prior to delivery to Defense Reutilization Management Office (DRMO).

10.3.2. CAD/PAD casings (expired shelf or service life items), fired or unfired, will be turned in as unserviceable and shipped or reported and disposed of IAW AFI 21-201.

10.4. Monitoring Shelf/Service Life.

10.4.1. The Inspection Section is responsible for periodically checking for assets that are within 24 months of shelf life expiration date. Inspection uses the CAS-B/D023K *Munitions Storage Shelf/Service Life 24-Month Notification Report* to monitor shelf life.

10.4.2. Munitions Operations utilizes shelf/service life report prior to processing issues and shipments.

10.4.3. Inspection will coordinate with the Storage Movement Control Section to schedule inspections on assets requiring condition code changes.

10.4.4. Account custodians are responsible for monitoring the service life of assets issued to their accounts and report to 649MUNS/LGAMO when items are close to expiration date.

10.4.5. Inspection will inspect the asset and place it in its true condition code and update the inspection data in CAS-B. If the assets are in Condition Code "P" (disposal), Inspection will generate an Ammunition Disposition Request (ADR) IAW AFI 21-201 paragraph 26.3.4.

10.5. Munitions Residue.

10.5.1. The custodian is responsible for turning in recyclable munitions residue and scrap (i.e., casings, fired brass, and steel cartridges) generated during the expenditure of munitions. These items are not accountable in the CAS-B computer system but are considered recyclable.

10.5.2. Prior to turn-in of expended brass, aluminum and steel casings to DRMO, these items must be inspected and certified by a qualified individual IAW T.O. 11A-1-60. All scrap metal such as cartridge casings of expended ammunition remains the property of the MASO until turned over to DRMO. DRMO sells the scrap under the Recyclable Sale Program IAW DoD 4160.21, *Defense Materiel Disposition Manual*. Any other resale of recyclable scrap is prohibited. The following procedures apply:

10.5.2.1. Munitions residue will be segregated by metal type and brought to the 649MUNS Munitions Maintenance Element to be inspected.

10.5.2.2. Munitions Maintenance will inspect and certify munitions residue.

10.5.2.3. Custodians will turn-in munitions residue to DRMO.

10.5.2.4. Munitions residue expended by AFI 36-2217 will be processed and turned in to DRMO by the Munitions Maintenance.

10.5.2.5. Combat Arms Training (CATM) and EOD will inspect, certify and turn-in to DRMO their own munitions residue. Training will be provided by 649MUNS/LGAPI as required.

10.6. Expended Brass and Scrap.

10.6.1. Control and disposition of munition brass and scrap will be governed IAW AFI 21-201.

10.6.2. Use the following matrix to convert quantities of expended munitions to pounds of scrap for recycling purposes. The following is provided as information only:

**Table 1.2. Expended Munitions Conversion Matrix**

| Cartridge Type | Case Material | Weight In Lbs | Qty Per Lb | LBs Per 1000 |
|----------------|---------------|---------------|------------|--------------|
| Cal.22LR       | Brass         | 0.00143       | 699.5      | 1.43         |
| Cal.38SP       | Brass         | 0.01          | 100        | 10           |
| Cal.45         | Brass         | 0.0124        | 80.7       | 12.4         |
| Cal.30         | Brass         | 0.029         | 34.5       | 29           |
| Cal.50         | Brass         | 0.1214        | 8.3        | 121.4        |
| 9MM            | Brass         | 0.0084        | 119.1      | 8.4          |
| 5.56MM         | Brass         | 0.0136        | 74         | 13.6         |
| 5.56MM Blank   | Brass         | 0.0141        | 71         | 14.1         |
| 7.62MM         | Brass         | 0.0271        | 37         | 27.1         |
| 7.62MM Blank   | Brass         | 0.02871       | 34.8       | 28.8         |
| 20MM           | Brass         | 0.2685        | 3.7        | 268.5        |
| 20MM           | Brass         | 0.2571        | 3.9        | 257.1        |

**11. After Hours Support.** Munitions Control's hours of operation are M-F 0700-1600. After hours support can be obtained by contacting the Command Post.

**12. Unique Local Requirements.** In order to provide the best possible service to our customers, we have provided a customer feedback form (Attachment 15) for your use. To let us know how we are doing, fill out the form and mail or bring the form to Munitions Operations, 649th MUNS/LGAMO, ATTN: MASO. We will review the feedback and answer any questions or comments you may have so we can better serve our customers.

**13. Management Products.**

13.1. Custody Management Report (IS506A). This report lists master stock numbers, on-hand quantities by condition code, levels by category code, quantity short and quantity excess. This report can be printed with three options to allow a summary of the levels; summary of on-hand

assets or both options may be requested. This listing will not normally be provided to custodian unless specifically requested.

13.2. Custody Account Listing (IS507A). This listing is a record of all munitions assets accountable to an organization. It lists all munitions on the account of the date and time it was printed. Signature by the account custodian and account commander certifies all listed assets are present or accounted for. The signed IS507A listing must be treated as an auditable and accountable document. The primary custodian will maintain one copy in their custody account and one copy in the FV customer file. Copies will be provided quarterly during the inventory months or upon request.

13.3. Special Inventory Listing (IS430A). This listing is used in conjunction with the IS507A during the quarterly custody account inventory. Use this listing to perform inventory count and annotate any changes or differences from the IS507A. In the remarks field, annotate reason for discrepancies (e.g., MSI 30ea pending, TURN-IN 20ea). Attach any pending paperwork.

13.4. Due-out Validation Listing (ISA06A). This listing is provided to the account custodian if requested. It lists valid due-outs and allows the account custodian to verify assets on back order.

13.5. DIFM Asset Listing (IS535A). This listing shows items that are DIFM. DIFM assets are usually non-accountable items and controlled by a FV on a credit/debit issue system. The listing is designed to track aircraft CAD/PAD devices and repair parts for complete or all up round (AUR) munitions.

13.6. Ad Hoc (ISQ00A) This listing may be useful to account custodians. They can be created using the Ad Hoc (ISQ00A) program in CAS-B. These are custom-made reports listing information specifically requested by the end user.

SCOTT C. BERGREN, Maj Gen  
OO-ALC Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**DoD 4160.21**, *Defense Materiel Disposition Manual*

**DoD 5100.76M**, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

**DoD 6055.9-STD**, *Ammunitions and Explosive Safety Standards*

**AFI 21-201**, *Management and Maintenance of Non-Nuclear Munitions*

**AFI 23-111**, *Management of Government Property in Possession of the Air Force*

**AFMAN 23-220**, *Report of Survey for Air Force Property*

**AFPD 31-1**, *Physical Security*

**AFI 36-2217**, *Munitions for Aircrew Training*

**AFMAN 37-139**, *Records Disposition Schedule*

**AFMAN 91-201**, *Explosive Safety Standards*

**T.O. 00-20-9**, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*

**T.O. 11A-1-1**, *Conventional Munitions Restricted or Suspended*

**T.O. 11A-1-60**, *General Instruction-Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed To, or Containing Explosives*

***Forms***

AF Form 68, **Munitions Authorization Record**

AF Form 191, **Ammunitions Disposition Request**

AF Form 1996, **Adjusted Stock Level**

AF Form 2005, **Issue/Turn-in Request**

AFTO Form 223, **Time Change Requirements Forecast**

DD Form 114, **Military Pay Order**

DD Form 200, **Financial Liability Investigation of Property Loss**

DD Form 362, **Statement of Charges/ Cash Collection Voucher**

DD Form 1131, **Cash Collection Voucher**

DD Form 1149, **Requisition and Invoice/Shipping Document**

DD Form 1150, **Request for Issue or Turn-In**

DD Form 1348-1, **DoD Single Line Item requisition System Document (Manual)**

DD Form 1348-1A, **Issue Release/Receipt Document**

*Abbreviations and Acronyms*

**ACP**—Ammunition Control Point

**ADPE**—Automated Data Processing Equipment

**ADR**—Ammunition Disposition Request

**AFCSP** —Air Force Competitive Shooting Program

**ALC**—Air Logistics Center

**AUR**—All Up Round

**AURC**—All Up Round Container

**AWM**—Awaiting Maintenance

**AWP**—Awaiting Parts

**BSP**—Base Support Plan

**C&SRL**—Compliance & Standardization Requirements Listing

**CAD**—Cartridge Actuated Device

**CAS**—Combat Ammunition System

**CAS-A** —Combat Ammunition System-ACP

**CAS-B** —Combat Ammunition System-Base

**CAS-C** —Combat Ammunition System-Command

**CAS-D** —Combat Ammunition System-Deployed

**CBMR** —Capabilities Based Munitions Requirements

**CIIC** —Controlled Inventory Item Code

**CMPM** —COTS Munitions Program Manager

**CMTP** —Combat Munitions Training Program

**CONPLAN** —Concept Plan

**COTS** —Commercial off the Shelf  
**CRC** —Complete Round Code  
**CRD** —Complete Round Dictionary  
**DIFM** —Due-in from Maintenance  
**DLAR** —Detail Logistics Allocation Report  
**DoDAAC** —Department of Defense Activity Address Code  
**DoDAAD** —Department of Defense Activity Address Directory  
**DoDIC** —Department of Defense Identification Codes  
**DOLI** —Date of Last Inventory  
**DRMO** —Defense Reutilization Management Office  
**EOD** —Explosive Ordnance Disposal  
**ERRC** —Expendability, Reparability and Recoverability Code  
**FSC** —Federal Stock Class  
**FM** —Functional Manager  
**FMS** —Foreign Military Sales  
**FOB** —Found on Base  
**FSC** —Federal Stock Class  
**FUC** —Functional User Code  
**GAP** —Global Asset Positioning  
**HC** —Hazard Classification  
**ICP** —Inventory Control Point  
**IDR** —Indicative Data Record  
**IHC** —Interim Hazard Classification  
**MAJCOM** —Major Command  
**MAMS** —Missile Assembly and Maintenance Shops  
**MASO** —Munitions Accountable System Officer  
**MEP** —Munitions Employment Plan  
**MC2K** —Munitions Control 2000  
**MICAP** —Mission Capable

**MILSTRIP** —Military Standard Requisitioning and Issue Procedures  
**MILSTAMP** —Military Standard Transportation and Movement Procedures  
**MIPR** —Military Interdepartmental Purchase Request  
**MMP** —Munitions Movement Plan  
**MOA** —Memorandum of Agreement  
**MOU** —Memorandum of Understanding  
**MSA** —Munitions Storage Area  
**NCAA**—Non-nuclear Consumables Annual Analysis  
**NEW**—Net Explosive Weight  
**NOCM**—Nuclear Ordnance Commodities Management  
**NRIU**—Nuclear Remote Interface Unit  
**NSN**—National Stock Number  
**O&M**—Operations and Maintenance  
**OIC**—Officer in Charge  
**OO-ALC**—Ogden Air Logistics Center  
**OOCR**—Out-of-Cycle Requests  
**OPLAN**—Operational Plan  
**OPORD**—Operation Order  
**PAD**—Propellant Actuated Device  
**PAI**—Primary Aircraft Inventory  
**QUP**—Quantity per Unit Pack  
**RDD**—Required Delivery Date  
**RDO**—Redistribution Order  
**RI**—Receiving Inspection  
**RIM**—Retail Item Manager  
**RIMF**—Reportable Item Master File  
**SRAN**—Stock Record Account Number  
**SRD**—Standard Reporting Designator  
**STAMP**—Standard Air Munitions Package

**STRAPP**—Standard Tank, Rack, Adapter, and Pylon Package

**TMRS**—Tactical Munitions Records System

**T.O.** —Technical Order

**TRIC**—Transaction Identification Code

**UCML**—Unit Committed Munitions List

**WCDO**—War Consumables Distribution Objective

**WMP**—War Mobilization Plan

**WRM**—War Reserve Materiel

### *Terms*

**Accountability**—Accountability is the obligation imposed by law, lawful order or regulation for keeping accurate, auditable records for Air Force assets. The person having this obligation may or may not have actual possession of the property. Accountability entails accurate record keeping and documentation. It begins with the issue and continues until the munitions are expended or other authorized relief from accountability is obtained and documented.

**Aircraft Time Change Assets**—Time change cartridge actuated devices/propellant actuated devices (CAD/PAD) as listed in T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*.

**Allocation**—The quantity of munitions assets forecasted by an organization or command and approved by HQ USAF for use during the upcoming fiscal year. **NOTE:** The quantity forecasted might not always be the quantity allocated by HQ USAF due to monetary constraints, production problems or worldwide munitions posture.

**Ammunition**—Includes all explosives and nonexplosive components essential to the assembly of a complete operational round of munitions and all up round of tactical missiles [air intercept missile (AIM) or air-to-ground missile (AGM)]. Any items considered complete operational rounds or any other item designated for AFV management or reporting by the item manager (IM). The following terms and/or variations are considered to have the same meaning as ammunition: munitions, air munitions, ground munitions, conventional or nonnuclear munitions and nonnuclear air munitions.

**Audit Trail**—A clear and distinct documented chain of events that shows all actions affecting accountability for the life cycle of an asset. The life cycle starts with issue of an asset and ends with an expenditure or turn-in. A loss of documentation for munitions transactions constitutes a break in the audit trail.

**Back Order**—An obligation, assumed and recorded by the Munitions Operations Element, to issue at a subsequent date. A requisitioned asset not immediately available in stock.

**Cartridge Activated Device (CAD)**—A device that uses a self-contained removable explosive cartridge to provide a source of gas pressure to perform its intended function (e.g., thrusters, initiators, catapults, cutters).

**Certified AF Form 2005, Issue/Turn-In Request**—A form signed by the commander or designated representative, certifying a valid issue, turn-in or expenditure of a munitions asset.

**Commander**—For the purpose of this instruction, unless specifically spelled out, the word “commander” is defined as the squadron, detachment or operational commander. Commanders do not delegate authority to acting commanders as specified herein, unless identified on G-series orders.

**Condition Code**—A code depicting the current serviceability status of ammunition (T.O. 11A-1-10, *Munitions Serviceability Procedures*, contains definitions).

**Consumption Issue**—Used for immediate consumption. Assets needed to support maintenance, restore unserviceable munitions to a serviceable condition, aircraft time changes and one-time operations may be consumption issued. Issues are limited to the quantity that can be installed or consumed the day of issue or within 15 calendar days after issue. A turn-in is required if assets are not used within this timeframe.

**Controlled Inventory Item Code (CIIC)**—A one position alpha or numeric code assigned by the IM to identify the degree of security which must be applied to a munitions asset while the item is in storage or transit. Controlled inventory items consist of Classified (C), Unclassified (U) and Pilferable (P). Once assigned, CIICs can only be changed by the IM who has worldwide management responsibility for these assets.

**Courtesy Stored Munitions**—Munitions belonging to an on-/off-base organization stored within the MSA. Courtesy storage is provided when it is in the best interest of the organization and the Air Force. The owning organization remains accountable.

**Custody Account (Supply Point)**—Munitions on this type of account are still accounted for on the FV5205 accountable stock records; however, an organizational custodian has signed for the munitions and is responsible for their protection.

**Custody Issue**—Issues are made by using organizations for retention by the organization to support mobility, internal security, base ground defense, air/sea rescue, control tower, academic or classroom training or whenever in the opinion, of the MASO or higher authority, that custody control is in the best interest of the organization and the USAF.

**Delegation of Authority**—By using an AF Form 68, **Munitions Authorization Record**, organizational commanders may delegate authority to personnel within their organizations to certify issues and/or expenditures of munitions items on an AF Form 2005, **Issue/Turn-in Request**, and to receipt for munitions assets issued against custody/consumption accounts assigned to their organization.

**Document Number**—A 14-digit number that is assigned to certain transactions to identify the transaction throughout the logistics system until retirement of the document is authorized.

**Emergency Issue Request**—An emergency issue is an unforeseen requirement preventing a unit from performing its mission when the munitions item is to be installed/consumed within 12 hours of issue. Poor planning does not constitute an emergency. Any issue that does not meet the cutoff for the weekly schedule constitutes an emergency issue.

**Expenditures:** The authorized consumption or installation of a munitions asset.

**Explosives Facility License:** A license or document authorizing storage of explosives within operational buildings or locations that meet the requirements of AFMAN 91-201, *Explosives Safety Standards*.

**Forecasted Munitions:** HQ PACAF/LGWX will provide munitions forecasting guidance at the beginning of the forecasting cycle. Time change items are forecasted using procedures contained in T.O. 00-20-9.

**Frozen/Suspended Account:** Accounts may be suspended/frozen whenever the MASO determines the account is not being properly maintained or required documentation is not on file. The primary criteria are failure to comply with instructions or actual/suspected loss of accountability (to include lot number integrity).

**Lot Number:** An alpha/numeric series of characters systematically assigned to each ammunition lot at the time of manufacture, assembly or modification that uniquely identifies the particular lot. This provides for “cradle-to-grave” visibility. The lot number allows the Air Force Materiel Command (AFMC) and major commands (MAJCOM) to target suspected hazardous and defective ammunition by manufacturer and date of manufacturer. The importance of maintaining lot number integrity cannot be overemphasized.

**Munitions Accountable Systems Officer (MASO):** An individual obligated to exercise due care and observe legal and administrative restrictions of property in their custody. The term applied to the individual assigned the responsibility to account for, manage and report on munitions items. The MASO has direct supervisory span of control over all personnel updating his/her accountable records. The MASO is assigned in accordance with (IAW) AFI 23-111, *Management of Government Property in Possession of the Air Force*.

**Munitions Operations Element**—The activity within the 35th Maintenance Squadron charged with the responsibility to account for, manage and report ammunition or explosive assets on the Air Force munitions account.

**Nontactical Munitions**—Any munitions not used for the training of tactical aircrews. Includes munitions for small arms training, internal security/air base ground defense, air/sea rescue, disaster preparedness training, emergency destruction, Explosive Ordnance Disposal (EOD) operations, survival kits, etc.

**Pecuniary Liability**—The statutory obligation of an individual to reimburse the government for loss or improper application of funds or property arising from his/her failure to exercise assigned responsibilities as prescribed in AFI 23-111. Persons having command, supervisory or custodial responsibility may share pecuniary liability in any appropriate case.

**Property Custodial Responsibility**—The obligation of an individual for the proper custody, care and safekeeping of government property entrusted to his/her possession or supervision.

**Pseudo Forms 1348**—A document generated by the D035K system and passed to the D023K system in order to process a shipment. The Pseudo Form 1348 is replaced with a DD Form 1348-1 Shipping Document by DLA personnel prior to shipment departing this station.

**Quantity Unit Pack**—A package configuration prescribed by the item T.O., Special Packaging Instruction Drawing (SPID) or general packaging procedures. Standard packages for munitions may vary based on the item it contains. Several different package configurations may be considered standard for each item.

**Restricted Munitions**—Not expected to meet performance requirements under all conditions and/or restricted from use for purposes shown or prohibited for reason indicated (i.e., restricted from use in M61 gun systems).

**Reusable Container**—A container designed for and designated for reuse. Empty munitions and missile component containers, including all up-round (AUR) missile containers, are munitions-managed items and must be maintained on FV accountable records.

**Sensitive Munitions**—Materials of an explosive or hazardous nature containing a potential for rapid burning or detonation, or contributing to the fabrication of an explosive device or other hazardous material. Also, any other munitions considered vulnerable to theft or sabotage and potential use in civil disturbances require an exceptional degree of protection and control during the material life cycle. Sensitivity categories are established in DOD 5100.76M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*.

**Service Life**—Length of time an item can remain installed in an operating configuration or in actual use. Expiration date for service life will be the last day of the expiration month regardless of the actual expiration date. Service life will not exceed shelf life of an item.

**Shelf Life**—Length of time an item can remain in storage under prescribed packaging and storage conditions. Expiration for shelf life on items with month and year listed is the last day of the month. Shelf life begins on the item's manufacture, assembly or rework date.

**Stuffer**— Automated Turn-in document that may be used instead of AF Form 2005

**Suspended Ammunition**—Items that have been withdrawn temporarily or permanently from issue and use because they are known to be, or suspected of being, unsafe or otherwise defective.

**Tactical Munitions**—Any munitions that are used in support of tactical aircrew training. This includes all tactical munitions that could be used directly in support of actual combat operations.

**Time Change Munitions**—Explosive items or cartridge actuated devices/propellant actuated devices (CAD/PAD) listed in T.O. 00-20-9.

**Transaction**—Any action that changes the serviceable or unserviceable balance of an automated accountable record.

### Major Category Codes

**Major Category A:** These are munitions required to replace worn-out or damaged assets. This category is based on historical data and includes:

- a. Security forces daily issue replacement requirements to support inadvertent firings, line of duty expenditures and replacements of worn-out or damaged security forces daily issues.
- b. Inert training items to support assets that are worn out or damaged as a result of load Standardization crew (LSC), EOD render-safe procedures (RSP) training, maintenance, etc.
- c. Unserviceable line returns, such as 20MM/30MM, unserviceable as a result of upload, download and relink.

**Major Category B:** Nonnuclear consumables annual analysis (NCAA) WRM requirements not computed by HQ PACAF. Applies to munitions and explosives not part of an aircraft weapon system. Includes munitions and explosives deployed from a home base for mobility, unit relocation or augmentation as well as pre-positioned munitions for incoming forces as appropriate.

a. Forecast requirements for the single worst-case operation you need to do to support. The forecast is not the sum of all OPLANs, since the unit type code (UTC) or unit can only be deployed for one OPLAN. However, if more than one UTC is assigned to each is tasked in more than one OPLAN, or is subject to possible notional tasking, then the total forecast is the sum of the worst case for each UTC if deployed simultaneously.

b. WRM individual weapons and ammunition can be used in wartime for weapons familiarization and qualification training, as well as deployment of new inductees mobilized reservist (active or inactive) and mobilized retirees. WRM stocks can also be used in wartime for individuals who must deploy with a weapon and ammunition and as central stocks for active and reserve augments to the security police.

**Major Category C:** Peacetime static level (non-WRM and nonconsumable). This category includes all items on hand but not expected to be consumed.

a. Internal security and protection, office of special investigations (OSI), command post, aircrew self-defense and other munitions and explosives needed on hand but not expected to be expended.

b. Inert training munitions not normally consumed during use.

c. EOD operational munitions

**Major Category D:** Peacetime consumable munitions. This category should include all items you expect to consume.

a. Higher headquarters inspections, such as inspector general, operation readiness, tactical evaluation, etc.

b. Munitions used in exercises or outlined in directives that authorize the expenditure of munitions.

c. Munitions used in firepower demonstrations as directed by base level or higher head-quarters.

d. Munitions used for aircrew training associated directly with aircraft and authorized by AFI 36-2217, *Munitions for Aircrew Training*. Forecasts should be submitted using the assigned complete round code.

e. Anticipated expenditures for training authorized in AFCAT 21-209 and daily operational use requirements such as range clean up, RSP and so on.

f. Load crew and munitions build-up training requirements authorized for expenditure such as arming wire, ferrules, etc.

g. Munitions for small arms training. Usually, the base firing range conducts this training as authorized in AFCAT 21-209. Includes ground fire ammunition for heavy weapons training and security forces field training exercises not otherwise forecasted.

h. Munitions for other training. For example: training for disaster preparedness, destruction of classified materials, etc.

I. Weapon and aircraft functional system requirements. Includes such items as impulse cartridges, engine starter cartridges and ammunition for small arms functional checks.

J. Munitions for ceremonies, functional requirements and small arms range certification.

**Major Category E:** Munitions for projects. Assets are required to support research, development and testing.

a. Special projects.

b. Initial Operational Test and Evaluation (IOT&E) and Development Operational Test and Evaluation (DOT&E). Use requirement code **KB**.

c. Follow-on Operational Test and Evaluation (FOT&E) and Qualification Operational Test and Evaluation (QOT&E). Use requirement code **KC**.

d. SEEK EAGLE testing. Use requirement code **KD**.

e. Other testing directed by HQ USAF, USAF ACP, TMCP or MAJCOM.

**Major Category F:** Requirements are worst case over and above those allocated WRM munitions in the NCAA base case. Example: If OPLAN 2200 requires 6,000 general-purpose bombs and OPLAN 2348 calls for 8,000, the difference is considered category F. Do not base the requirements on the total of all contingency OPLANs supported, as this would overstate the true requirement at individual bases. For example, if base X OPLAN number one (worst case) is implemented, then OPLAN two cannot be supported.

**Other Categories:** These categories are computed by other than MAJCOM functional managers. They include G, M, P, S and Z.

**Attachment 2**

**ESTABLISHING MUNITIONS ACCOUNTS**

Date

MEMORANDUM FOR 649 MUNS/LGAM

FROM: (Your Organization)

SUBJECT: Establishing a Munitions Account

1. Request a munitions custody account be established for \_\_\_\_\_ (organization).
2. Munitions required by this account will be used to support (reason) IE: Aircrew training IAW AFI 36-2217.
3. A munitions allocation **has / has not** been received and an out-of-cycle request **is / is not** attached.
4. All required munitions will be retained on a custody account until they are turned-in to the Munitions Operations, installed, or expended.
5. Point of contact is \_\_\_\_\_ ext. \_\_\_\_\_.

*Organizational Commander Signature*

Attachment:  
Out-of-Cycle Letter

1st Ind., 649 MUNS/LGAMO

Recommend approval/disapproval.

MASO Signature

**Attachment 3****OUT-OF-CYCLE ALLOCATION REQUEST (SAMPLE)**

MEMORANDUM FOR (MAJCOM FUNCTIONAL MANAGER)

FROM: UNIT/OFFICE SYMBOL (REQUESTOR)

SUBJECT: Request for Out-of-Cycle Munitions Allocation

1. 75 AW/XXX is requesting the following munitions items due to an oversight in our initial munitions forecast. This request is based on our authorization discovered in a review of (Authorizing directive(s).

- A. Master NSN
- B. Nomenclature
- C. Category Code
- D. Functional User Code (FUC)
- E. Current Fiscal Year Allocation
- F. Current Fiscal Year Expenditure (if any)
- G. Request Allocation Increase
- H. Formula (how did you calculate the amount needed).
- I. Impacts (if request is disapproved, be specific)

2. Munitions Operations currently reports a balance of XXXX on SRAN XXXX to fill the requirement.

3. Our unit account number is 861XX. Please contact SSgt Upjump with any questions concerning this matter at DSN 777-1234.

*Organizational Commander Signature*

Attachment 4

AF FORM 68 MUNITIONS AUTHORIZATION RECORD  
INSTRUCTIONS  
(FRONT)

|   |       |              |  |        |                              |
|---|-------|--------------|--|--------|------------------------------|
| <b>MUNITIONS AUTHORIZATION RECORD</b>   |       |              |  |        | DATE (1)<br>(Leave Blank)    |
| FROM: (Office of Organizational Commander)<br>(2)<br>35 SUPS/CC   |       |              | TO: (Office Symbol or Address of the MASO.)<br>(3) |        |                              |
| <p><b>AUTHORITY:</b> Executive Order 9397, November 1943.<br/> <b>PRINCIPAL PURPOSE:</b> To receipt for munitions items.<br/> <b>ROUTINE USES:</b> Provides for verification/identification of personnel to receipt or certify authorizations for munitions.<br/> <b>DISCLOSURE IS VOLUNTARY:</b> The disclosure of the SSN is voluntary, but it is required before individuals can receipt or certify authorizations for munitions.</p>  |       |              |  |        |                              |
| <b>I. ORGANIZATIONAL AND SUPPLY INFORMATION</b>   |       |              |  |        |                              |
| PURPOSE FOR WHICH REQUESTED MUNITIONS WILL BE USED (i.e., type mission/activity supported)<br>(EXAMPLE) To support UTC tasking for mobility/deployment commitment IAW AFCAT 21-209 Para 3.13<br>NOTE: Make sure to include all governing directives authorizing the use of munitions<br>(4)   |       |              |  |        |                              |
| DELIVERY LOCATION   |       | Bldg 973 (5) | RECEIVING ACTIVITY OFFICE SYMBOL                   |        | 35 SUPS/LGSF (6)             |
| U1050 II ORGANIZATION AND SHOP CODE (If applicable)   |       | 205 SU (7)   |  |        |                              |
| SUPPLY POINT (CUSTODY ACCOUNT) (If applicable)  |       | SP 40 (8)    |  |        |                              |
| <b>II. PERSONNEL AUTHORIZED TO SIGN CERTIFICATES OF AUTHORIZATION/EXPENDITURE (AF FORM 2005/DD FORM 1150)</b>   |       |              |  |        |                              |
| COMMANDERS STATEMENT: In accordance with AFM 67-1, Vol 1, Part One, Chap 20, I hereby authorize the below listed personnel to sign/certify authorization documents and to sign/certify expenditure documents for activity/account listed in Part 1 above. All personnel are in the position of Section Chief or higher, and have been briefed by me as to their responsibilities for proper control and accountability of munition. These individuals are charged with personal verification, including the Urgency of Need (UND), of any documents/transactions which they, as my representative, approve. |       |              |  |        |                              |
| NAME  | RANK  | SSN          | PHONE  | DEROS  | SIGNATURE                    |
| Steven, Christopher J.  | 1LT   | 123-45-6789  | 226-3322   | Dec 03 | <i>Christopher J. Steven</i> |
| Davis, James M.   | SMSgt | 503-64-3698  | 226-3357   | Jan 02 | <i>TDY 26 Feb 01</i>         |
| Hill, Keith R.  | MSgt  | 300-59-6879  | 226-5962   | May 04 | <i>Keith R. Hill</i>         |
| -----Last Item-----   |       |              |  |        |                              |
| (9)   |       |              |  | (10)   | (11)                         |
|   |       |              |  |        |                              |
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|   |       |              |  |        |                              |
|   |       |              |  |        |                              |
| <b>III. PERSONNEL AUTHORIZED TO RECEIPT FOR MUNITIONS (DD FORM 1348-1/DD FORM 1150)</b>   |       |              |  |        |                              |
| COMMANDERS STATEMENT: In accordance with AFM 67-1, Vol 1, Part One, Chap 20, I hereby authorize the below listed personnel to sign/receipt for munitions items for my organization/activity as identified in Part 1 above.  |       |              |  |        |                              |
| BRIEFING STATEMENT: We, the undersigned, fully understand our responsibilities to properly control, safety and securely store, and prevent the unauthorized use of munitions we receive. We will insure that these munitions are not released to agencies or individuals outside the United States Air Force, without prior approval and authority or higher headquarters.  |       |              |  |        |                              |

**Attachment 4 (Continued)**  
**AF FORM 68 (REVERSE)**

| NAME                  | DEROS: | NOTE<br>1 | NOTE<br>2 | RANK      | SSN          | PHONE    | SIGNATURE                   |
|-----------------------|--------|-----------|-----------|-----------|--------------|----------|-----------------------------|
| Pennington, Robert K. | Sep 03 | P         | Secret    | TSgt      | 125-36-96466 | 226-5736 | <i>Robert K. Pennington</i> |
| Richards, Dwight P.   | Dec 02 | A         | Secret    | SSgt      | 264-56-9878  | 226-5784 | <i>Dwight P. Richards</i>   |
| Smith, Dennis C.      | Oct 04 | A         | Secret    | SrA       | 301-25-5642  | 226-5549 | <i>LEAVE 3MAR01</i>         |
| Beavis, George A.     | Jul 03 | A         | Secret    | Amn       | 284-57-6986  | 226-3689 | <i>George A Beavis</i>      |
| -----Last             |        |           |           | Item----- |              |          |                             |
| (12)                  |        | (13)      | (14)      |           |              |          | (15)                        |
|                       |        |           |           |           |              |          |                             |
|                       |        |           |           |           |              |          |                             |
|                       |        |           |           |           |              |          |                             |
|                       |        |           |           |           |              |          |                             |
|                       |        |           |           |           |              |          |                             |
|                       |        |           |           |           |              |          |                             |
|                       |        |           |           |           |              |          |                             |
|                       |        |           |           |           |              |          |                             |

1. Enter "P" if primary or "A" if an alternate supply point/custody account custodian. Otherwise leave blank.
2. Enter security clearance of those individuals authorized to sign for classified items.

**IV. UNIT COMMANDER**

I understand that no one person may be authorized to perform duties listed in both Part II and Part III above. I also understand that I must notify the MASO whenever an individual's authorization is withdrawn (as with PCS, PCS, extended TDY, administrative action, etc.). The MASO will also be notified each time a new organization commander is assigned. Under the above circumstances a new Munitions Authorization Record will be submitted to the MASO within 30 days of assignment.

I fully understand and recognize my responsibility for maintaining munitions issued to this organization. I realize that if this activity cannot provide adequate security and storage IAW AFR 125-37 and AFR 127-100, consumption requests will be limited to that quantity which will be consumed/installed on the date of issue. If adequate security and storage is available, consumption requests will be limited to that quantity which will be consumed/installed or turned in within 15 days from the date of issue. I will insure that ammunition issued to this organization is expended/installed or turned in within the time frame established at the time of issue. I further will insure that ammunition issued to this organization is not released to agencies or individuals outside the United States Air Force without prior approval and authority of higher headquarters. I have been personally briefed by the MASO on my responsibilities as stated above in accordance with AFM 67-1, Vol 1, Part One, Chap 20.

Personnel authorized to receipt for classified material from the MASO are identified by a security clearance symbol in Part III above. Personnel not authorized to receipt for classified must be identified by N/A in this block.

**SUPERSEDES PREVIOUS AUTHORIZATION RECORD DATE/REVALIDATED** (16) (Leave Blank)

|  |                        |  |
|--|------------------------|--|
| TYPED/PRINTED NAME AND GRADE OF ORGANIZATION COMMANDER OR EQUIVALENT<br>William S. Brown, Col, USAF (17)<br>Commander, 35th Supply Squadron<br>DEROS: Mar 03 | DUTY PHONE<br>226-3542 | SIGNATURE OF ORGANIZATIONAL COMMANDER OR EQUIVALENT<br><i>William S. Brown</i> |
|--|------------------------|--|

**V. APPROVAL/DISAPPROVAL BY MASO**

- APPROVED       DISAPPROVED (Reason for disapproval)

(18) Leave Blank

|  |   |
|--|---|
| TYPED/PRINTED NAME AND GRADE OF MUNITIONS ACCOUNTABLE SUPPLY OFFICER<br>(19) (Leave Blank) | SIGNATURE OF MUNITIONS ACCOUNTABLE SUPPLY OFFICER |
|--|---|

**Attachment 4 (Continued)**

**INSTRUCTIONS FOR COMPLETING  
AF FORM 68,  
MUNITIONS AUTHORIZATION RECORD**

FRONT:

- (1) - Date (Leave Blank)
- (2) - Office of organizational commander
- (3) - To office, use "649 MUNS/LGAMO"
- (4) - Purpose - Must have a valid reason and all governing directives authorizing use of the munitions.
- (5) - Delivery location - (Building number (s) where munitions are stored)
- (6) - Receiving activities and office symbol
- (7) - Organization and shop code
- (8) - Custody Account Number
- (9) - Must be an NCO or higher (Name: Last, First, MI)
- (10) - DEROS (MMYY)
- (11) - Signature - If unavailable, write in pencil "TDY" or "LEAVE" and return date

REVERSE:

- (12) - Name and DEROS of custodians (Name: Last, First, MI) **NOTE:** Cannot be individuals listed on the front and must have at least one alternate custodian.
- (13) - Enter "P" if primary or "A" if alternate custodian; otherwise, leave blank. **NOTE:** Primary custodian must be on the first line.
- (14) - Security clearance of individuals authorized to sign for classified items; Otherwise, enter "N/A"
- (15) - Signature - If unavailable, writes in pencil "TDY" or "LEAVE" and return date
- (16) - Supersedes previous authorization record date (Leave Blank)
- (17) - Commander's signature block and DEROS
- (18) - "X" Approved Block - Leave remainder of space blank
- (19) - MASO signature block (Leave Blank)

**NOTE:** The AF Form 68 will be submitted for approval to the MASO without any mistakes or correction.

**Attachment 5**

**MUNITIONS CUSTODIAN BRIEFING**

**Munitions Custodian Account  
“Custodian Briefing”**

*Acct. #* \_\_\_\_\_

I have received a Munitions Custody Account Briefing, and been trained by the MASO or Designated Representative on proper procedures and account management IAW Hill AFB Instruction 21-201 dated May 2002. I agree to review and comply with the information in this guide.

\_\_\_\_\_  
Primary Custodian

\_\_\_\_\_  
Primary Custodian and Date

\_\_\_\_\_  
Alternate Custodian

\_\_\_\_\_  
Alternate Custodian and Date

\_\_\_\_\_  
Alternate Custodian

\_\_\_\_\_  
Alternate Custodian and Date

\_\_\_\_\_  
Alternate Custodian

\_\_\_\_\_  
Alternate Custodian and Date

\_\_\_\_\_  
MASO/Designated Rep.      Date

**Attachment 6**

**COMMANDER'S BRIEFING**

COMMANDER CUSTODY ACCOUNT BRIEFING  
ORGANIZATION/SHOP CODES: \_\_\_\_\_

1. In accordance with AFI 21-201, the commander that oversees ammunition received by his or her organization must be briefed of his or her responsibilities.

You may act as the commander to sign AF Form 68, **Munitions Authorization Record**, if you have operational or supervisory responsibilities for the base or wing command post, for the small arms range, and for disaster preparedness, life support, or combat control teams.

(1) You may delegate this authority (in writing) to EOD flight chiefs when applicable.

(2) If you are the unit commander, you may appoint a designated representative to act on your behalf to sign certificates of authorization, to appoint primary or alternate munitions custodians, and to designate the level of security classification to which the appointed individuals are authorized to receipt with approved G-series orders.

(3) The designated individual should be the person who assumes responsibility in your absence (usually a maintenance supervisor or equivalent) and who performs either or both functions noted in AF Form 68, sections 2 and 3.

(4) The designated individual does not have to list his or her name on the form but nevertheless has command responsibility.

**2. For Planning and General Oversight:**

a. Commanders at all echelons must manage property in use or in storage at activities they command.

b. Provide accurate forecasting, adequate storage, proper security and control, and custodial responsibility for all ammunition items (including local purchase ammunition) that your organization receives.

c. Submits Air Munitions Forecast (Peacetime Conventional Ammunition Requirements), RCS: HAFLGS (A) 9452, according to AFI 21-201, and any supplemental instructions. The operational commander must ensure all munitions forecasts (annual or supplemental) are accurate and timely.

- d. Make sure your organization does not exceed its annual allocations. You are allowed only the quantities stated in authorizing directives. In submitting the forecast, you indicated you agree with the forecasted requirements, and you authorize the items and quantities as the minimum required to meet mission objectives.
- e. Being responsible for property management means you have pecuniary liability for any loss, damage, or destruction of property resulting from negligence, **willful** misconduct, or deliberate unauthorized use.
- f. AFMAN 23-220, *Report of Survey for Air Force Property*, does not exempt commanders from pecuniary liability.

### 3. For Licensing:

- a. Get the explosives safety license for types and quantities of munitions required which are stored outside the munitions storage area.
- b. Make sure munitions custodians monitor on-hand munitions to ensure they do not exceed explosive licensed quantities.

### 4. For Munitions Operations

- a. Appoint a primary and at least one alternate munitions custodian by filling out part 3 of the AF Form 68, (Munitions Authorized Record), and send the original to the MASO.
- b. Validate the form annually or whenever there is a change in the organizational commander or primary custodian.
- c. Do not give individuals the authority both to certify munitions requests and expenditures, and to receipt munitions.
- d. Ask individuals authorized to certify munitions expenditures to ensure the stated quantity of authorized expenditures actually occurred.
- e. Maintain an accurate, up-to-date auditable record of all receipts, expenditures, and turn-ins of ammunition items.
- f. Ensure departing personnel transfer munitions accountability to a new custodian or turn in all ammunition and explosives to the MASO at least 45 days prior to release from duty.

### 5. For Safety and Security:

- a. Maintain safety, safeguarding, inventory integrity, lot number integrity, and accountability of all issued munitions until expended or turned in.
- b. Initiate a formal courtesy storage agreement with the munitions storage activity when such storage is required or considered in the best interest of the Air Force. Materiel Flight supervision or equivalent determines whether courtesy storage space is available.
- c. Ensure a secure storage area is available and a valid explosive license exists or formal courtesy storage agreement has been approved prior to the release of requested munitions from the MASO.
- d. Provide or coordinate transportation to pick up and deliver required munitions issued from the MASO.
- e. If you are notified of suspended or restricted munitions, act immediately to screen on-hand assets.
  - (1) Immediately remove the assets from use and schedule them for turn-in to Munitions Inspection, DP# 777-5847, bldg. 2214.
  - (2) Check these assets installed in aircraft, life support equipment, mobility packages, and built-up configurations.
- f. Don't release ammunition items issued to your organization to agencies or individuals outside the USAF without prior approval of HQ USAF/LGSP.

**6. For Inventories:**

- a. Ensure the primary or alternate custodians and a MASO representative conducts quarterly inventory.
  - b. At least 45 days prior to being relieved of duty, ensure a new primary account custodian is appointed and a losing and gaining custodian conducts a joint inventory.
7. If you fully understand your responsibilities as a commander of a munitions account, please sign and date below.

COMMANDER CUSTODY ACCOUNT BRIEFING

DATE

---

Commander

---

Munitions Custody Account Manager  
649MUNS/LGAM-3

**Attachment 7****COURTESY STORAGE AGREEMENT LETTER**

Date

MEMORANDUM FOR 649 MUNS/LGAM

FROM: (Your Organization)

SUBJECT: Munitions Courtesy Storage Agreement Letter

1. Request munitions courtesy storage for \_\_\_\_\_ (organization) for the following munitions.

A. Stock Number                      Quantity                      Nomenclature

B. DODIC

C. Duration of Storage

D. Justification

E. Point of contacts are (Primary/Alternate Custodian), Phone Number \_\_\_\_\_.

*Organizational Commander Signature*



**56**

**HILLI 21-201 6 JUNE 2002**

30 "S"

31-35 Organization and Shop Code

55-56 System Designator

60-61 Priority: 12 for standard issue/02 for emergency issue.

**Attachment 9**

**EMERGENCY ISSUE REQUEST LETTER**

1 March 2002

MEMORANDUM FOR 75 LG/CC  
649MUNS/LGAMO  
IN TURN

FROM: Requesting Organization

SUBJECT: Emergency Issue Justification Letter

1. The following emergency issue requires a letter of justification approved by the 75 Logistics Group Commander IAW AFI 21-201, *Management Maintenance of Non-nuclear Munitions*, paragraph 23.4. The item is a valid emergency and needs immediate issue. The justification below clarifies why the item is needed.

| Nomenclature       | NSN                | Part Number | Quantity | A/C     | Justification |
|--------------------|--------------------|-------------|----------|---------|---------------|
| Ejection Initiator | 1377-00-403-4827ES | 11731737    | 2        | 91-0411 |               |

2. Point of contact on this issue is (*Name and Number*).

*COMMANDER SIGNATURE*

1st Ind., 75 LG/CC

MEMORANDUM FOR 649MUNS/LGAMO

Approved/disapproved.

*LG COMMANDER*  
Commander, 75th Logistics Group

Attachment 10

TIME CHANGE/CONSUMPTION ISSUE REQUEST

|                       |   |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |                 |  |  |  |          |  |  |  |          |  |          |  |          |  |                        |  |     |  |
|-----------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|-----------------|--|--|--|----------|--|--|--|----------|--|----------|--|----------|--|------------------------|--|-----|--|
| ISSUE/TURN-IN REQUEST | TRIC<br>1 2 3 4 5 6 7<br>I S U T C G S  |  |  |  |  |  |  | A. INSPECTOR NAME, DATE (TM)<br><i>Johnny B. Scheduler</i><br>Johnny B. Scheduler, SSgt<br>REQUEST, TIME, DATE(S) 30 Jan 01 226-8954 |  |  |  |  |  |  |   |  |  |  |  |  |  | B. INSPECTOR NAME, STAMP, DATE (TM)          |                 |  |  |  |          |  |  |  |          |  |          |  |          |  |                        |  |     |  |
|                       | C. GROUND DATE: Jan 01  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  | DOCUMENT NUMBER |  |  |  | DOC      |  |  |  |          |  |          |  |          |  |                        |  |     |  |
|                       | STOCK NUMBER<br>8 9 10 11 12 13 14 15 16 17 18 19 20 21 22<br>1 3 7 7 0 1 1 6 9 7 7 9 7 E S E A 0 0 0 0 1 |  |  |  |  |  |  |  |  |  |  |  |  |  | ACT   |  |  |  | ORG  |  |  |  | SHOP            |  |  |  | DATE     |  |  |  | SER. NO. |  |          |  | COW      |  |                        |  |     |  |
|                       | UNIT OF ISSUE   |  |  |  |  |  |  |  |  |  |  |  |  |  | QUANTITY  |  |  |  | ACT  |  |  |  | ORG             |  |  |  | SHOP     |  |  |  | DATE     |  |          |  | SER. NO. |  |                        |  | COW |  |
|                       | PART NUMBER<br>5 1 8 4 3 2 2  |  |  |  |  |  |  |  |  |  |  |  |  |  | E. TO REFERENCE TECHNICAL PUBLICATION OR BOMBING APPLICATION NEXT HIGHER ASSEMBLY |  |  |  | CONSUMPTION ISSUE REQUEST FOR TIME CHANGE IAW            |  |  |  | T.O. 00-29-9    |  |  |  |          |  |  |  |          |  |          |  |          |  |                        |  |     |  |
|                       | D. PART NUMBER, CR CODE OR NUMBER, PARTS  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |                 |  |  |  |          |  |  |  |          |  |          |  |          |  |                        |  |     |  |
|                       | UNIFORM NUMBER  |  |  |  |  |  |  |  |  |  |  |  |  |  | SERIAL  |  |  |  | PROJECT  |  |  |  | PRI             |  |  |  | REQ DELT |  |  |  | LIC      |  | MARK FOR |  |          |  | F. TO. REQ. AND/OR ERC |  |     |  |
|                       | 45146147148149150   |  |  |  |  |  |  |  |  |  |  |  |  |  | 51 52 53 54 55 56 57 58 59 60 61  |  |  |  | 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 |  |  |  |                 |  |  |  |          |  |  |  |          |  |          |  |          |  |                        |  |     |  |
|                       | 0 1   |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 5   |  |  |  |  |  |  |  | 9 0 A 0 8 2 4   |  |  |  |          |  |  |  |          |  |          |  |          |  |                        |  |     |  |
|                       | G. TIME & DATE OF DELIVERY<br>13 Jan 01/0800  |  |  |  |  |  |  | H. DELIVERY TIME   |  |  |  |  |  |  | I.  |  |  |  |  |  |  | J. NOMENCLATURE<br>ROCKET CATAPULT, CKU-5A/A |                 |  |  |  |          |  |  |  |          |  |          |  |          |  |                        |  |     |  |

Block A - Printed name, signature, rank, phone number of commander or designated representative and date.

Block B – MASO’s signature

Block C - Ground date for time change.

Block E - Statement, “Certified Time Change or Consumption Request, (reason for use and authorizing directive(s))”.

Block G - Date and time material is required (will not be processed with out valid required delivery date)..

Block J - Nomenclature.

Card Columns:

1-6 TRIC Code IS517A

8-22 National Stock Number

23-24 Unit of Issue

25-29 Quantity

30- 35 Organization and shop code

55-56 Systems Designator

60-61 Priority

67-80 Tail number of aircraft undergoing time change or missile serial number

Attachment 11

CUSTODY TURN-IN REQUEST

|                            |  |  |  |  |  |  |  |                            |  |  |  |  |  |                  |                                 |  |  |  |  |  |  |               |  |  |  |  |  |    |   |  |  |  |  |  |  |    |  |  |  |  |  |                 |          |  |  |  |  |  |  |                     |  |  |  |  |  |                             |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------------|--|--|--|--|--|--|--|----------------------------|--|--|--|--|--|------------------|---------------------------------|--|--|--|--|--|--|---------------|--|--|--|--|--|----|---|--|--|--|--|--|--|----|--|--|--|--|--|-----------------|----------|--|--|--|--|--|--|---------------------|--|--|--|--|--|-----------------------------|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|
| ISSUE/TURN-IN REQUEST      | TRIC                                     |  |  |  |  |  |  | DELIVER TO/RECEIVE BY      |  |  |  |  |  |                  | A. IN-CHECKER, NAME, DATE (TIN) |  |  |  |  |  |  |               |  |  |  |  |  |    | B. INSPECTOR, NAME, STAMP, DATE (TIN)   |  |  |  |  |  |  |    |  |  |  |  |  |                 |          |  |  |  |  |  |  |                     |  |  |  |  |  |                             |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                            | 1 2 3                                    |  |  |  |  |  |  | 4 5 6 7                    |  |  |  |  |  |                  | REQUEST, TIME & DATE (SA)       |  |  |  |  |  |  |               |  |  |  |  |  |    |   |  |  |  |  |  |  |    |  |  |  |  |  |                 |          |  |  |  |  |  |  |                     |  |  |  |  |  |                             |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                            | T I N                                    |  |  |  |  |  |  | D                          |  |  |  |  |  |                  |                                 |  |  |  |  |  |  |               |  |  |  |  |  |    |   |  |  |  |  |  |  |    |  |  |  |  |  |                 |          |  |  |  |  |  |  |                     |  |  |  |  |  |                             |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                            | 8 9 10 11                                |  |  |  |  |  |  | 12 13 14 15 16 17 18 19 20 |  |  |  |  |  |                  | 21 22                           |  |  |  |  |  |  | UNIT OF ISSUE |  |  |  |  |  |    | QUANTITY  |  |  |  |  |  |  | C. |  |  |  |  |  |                 |          |  |  |  |  |  |  | DOCUMENT NUMBER     |  |  |  |  |  |                             | D.D.                |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                            | 1 3 2 5                                  |  |  |  |  |  |  | 0 0 4 6 0 1 3 0 6          |  |  |  |  |  |                  |                                 |  |  |  |  |  |  | E A 0 0 1 2 3 |  |  |  |  |  |    |   |  |  |  |  |  |  |    |  |  |  |  |  |                 | S 2 0 5  |  |  |  |  |  |  | D O 0 2 9 7 0 0 0 1 |  |  |  |  |  |                             |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                            | Part Number                              |  |  |  |  |  |  |                            |  |  |  |  |  |                  |                                 |  |  |  |  |  |  |               |  |  |  |  |  |    | E. TO: REFERENCE TECHNICAL PUBLICATION OR BENTON APPLICATION NEXT HIGHER ASSEMBLY |  |  |  |  |  |  |    |  |  |  |  |  |                 |          |  |  |  |  |  |  |                     |  |  |  |  |  |                             |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                            | D. PART NUMBER, CAGE CODE OR PART NUMBER |  |  |  |  |  |  |                            |  |  |  |  |  |                  |                                 |  |  |  |  |  |  |               |  |  |  |  |  |    | CUSTODY TURN-IN SERVICEABLE EXCESS ALLOCATION REDUCTION IAW AFI 36-2217           |  |  |  |  |  |  |    |  |  |  |  |  |                 |          |  |  |  |  |  |  |                     |  |  |  |  |  |                             |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                            | PPI-1-122/CC A SEE REVERSE               |  |  |  |  |  |  |                            |  |  |  |  |  |                  |                                 |  |  |  |  |  |  |               |  |  |  |  |  |    |   |  |  |  |  |  |  |    |  |  |  |  |  |                 |          |  |  |  |  |  |  |                     |  |  |  |  |  |                             |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                            | WORK ORDER                               |  |  |  |  |  |  |                            |  |  |  |  |  |                  | SERIAL NO.                      |  |  |  |  |  |  |               |  |  |  |  |  |    | PROJECT   |  |  |  |  |  |  |    |  |  |  |  |  |                 | MARK FOR |  |  |  |  |  |  |                     |  |  |  |  |  |                             | F. TO: REG/AC/LE/DC |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
|                            | 45 46 47 48 49 50                        |  |  |  |  |  |  |                            |  |  |  |  |  |                  | 51 52 53                        |  |  |  |  |  |  |               |  |  |  |  |  |    | 54 55 56 57 58 59   |  |  |  |  |  |  |    |  |  |  |  |  |                 | 60 61    |  |  |  |  |  |  |                     |  |  |  |  |  |                             | 62 63 64            |  |  |  |  |  |  |  |  |  |  |  |  |  | 65 66 |  |  |  |  |  |  |  |  |  |  |  |  |  | 67 68 69 70 71 72 73 74 75 76 77 78 79 80 |  |  |  |  |  |  |  |  |  |  |  |  |
| 0 1                        |  |  |  |  |  |  |  |                            |  |  |  |  |  | 0 5              |                                 |  |  |  |  |  |  |               |  |  |  |  |  |    |   |  |  |  |  |  |  |    |  |  |  |  |  |                 |          |  |  |  |  |  |  |                     |  |  |  |  |  |                             |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
| G. TIME & DATE OF DELIVERY |  |  |  |  |  |  |  |                            |  |  |  |  |  | H. DELIVERY TIME |                                 |  |  |  |  |  |  |               |  |  |  |  |  | I. |   |  |  |  |  |  |  |    |  |  |  |  |  | J. NOMENCLATURE |          |  |  |  |  |  |  |                     |  |  |  |  |  | FIN ASSEMBLY BOMB, MAU-93/B |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |

AF FORM 2005, 19660601 (E-F-3)

PREVIOUS EDITION WILL BE USED.

Block A - In-Checker's signature and date.

Block B - Inspector's signature and date

Block C- Category code of asset as issued

Block D - Lot/Serial number and quantity per Lot/Serial Number. (Use reverse if necessary)

Block E- Reason for turn-in and category code/inspection results, if unserviceable, reason unserviceable/description of defect/T.O. figure and index/true MILSTRIP condition code, CIC code, (See NOTE)

Block J - Nomenclature.

Card Columns:

1-6 TRIC Code IS539A For custody, IS542A for FOB, IS540A for DIFM

8-22 National Stock Number

23-24 Unit of Issue

25-29 Quantity

30- 43 Document number assets originally issued on (obtain from IS507A)

44- Condition code from original issue (obtain from IS507A)

55-56 System Designator

67-80 Asset location (obtain from IS507A).

**NOTE:** The custodian enters reason for turn-in and category code, all other entries are provided by munitions inspector.

Attachment 12

AF FORM 2005 DIFM TURN-IN

|                                |   |  |  |  |  |  |  |         |                            |  |  |  |  |                  |   |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------------------|---|--|--|--|--|--|--|---------|----------------------------|--|--|--|--|------------------|---|--|---------|--|--|--|--|--------------------------------|--|--|-----------|--|--|--------------------|----------|--|--|--|-----------------------------|--|--|-------------------------------------|--|--|--|--|-------------|---------------------------|----|--|-------------------|--|--|--|-------------|--|--|--|----|--|--|----------------|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|---|-----|--|--|--|--|--|--|--|--|--|--|--|--|
| ISSUE/TURN-IN REQUEST          | TRIC                                    |  |  |  |  |  |  | DELIVER |                            |  |  |  |  |                  | BR  |  |         |  |  |  |  | A. IN-CHECKER, NAME, DATE (TM) |  |  |           |  |  |                    |          |  |  |  |                             |  |  | B. INSPECTOR, NAME/STAMP, DATE (TM) |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                | 1 2 3                                   |  |  |  |  |  |  | 4 5 6 7 |                            |  |  |  |  |                  |   |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                | T I N T C G S                           |  |  |  |  |  |  |         |                            |  |  |  |  |                  |   |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                | REQUEST, TIME& DATE (SU)                |  |  |  |  |  |  |         |                            |  |  |  |  |                  |   |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                | STOCK NUMBER                            |  |  |  |  |  |  |         |                            |  |  |  |  |                  | UNIT OF ISSUE   |  |         |  |  |  |  |                                |  |  |           |  |  |                    | QUANTITY |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           | C. |  |                   |  |  |  |             |  |  |  |    |  |  |                | DOCUMENT NUMBER |  |  |  |  |  |  |  |  |  |  |  |  |   | DID |  |  |  |  |  |  |  |  |  |  |  |  |
|                                | 8 9 10 11                               |  |  |  |  |  |  |         | 12 13 14 15 16 17 18 19 20 |  |  |  |  |                  |   |  | 21 22   |  |  |  |  |                                |  |  | 23 24     |  |  |                    |          |  |  |  | 25 26 27 28 29              |  |  |                                     |  |  |  |  | 30 31 32 33 |                           |    |  | 34 35 36 37 38 39 |  |  |  | 40 41 42 43 |  |  |  | 44 |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                | 1 3 7 7                                 |  |  |  |  |  |  |         | 0 1 1 6 9 7 7 9 7          |  |  |  |  |                  |   |  | E S E A |  |  |  |  |                                |  |  | 0 0 0 0 1 |  |  |                    |          |  |  |  | R 3 1 5 E G 1 2 2 5 0 0 0 1 |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                | PART NUMBER                             |  |  |  |  |  |  |         |                            |  |  |  |  |                  | E. TO: REFERENCE TECHNICAL PUBLICATION OR BENTON APPLICATION NEXT HIGHER ASSEMBLY |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                | 5 1 8 4 3 2 2                           |  |  |  |  |  |  |         |                            |  |  |  |  |                  | DIFM TURN-IN SERVICE LIFE EXPIRED IAW T.O. 00-29-9                                |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                | D. PART NUMBER OR CODE OR NAME OR PARTS |  |  |  |  |  |  |         |                            |  |  |  |  |                  |   |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
| UPC99M656-009A/CC A            |   |  |  |  |  |  |  |         |                            |  |  |  |  |                  |   |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
| WORK ORDER                     |   |  |  |  |  |  |  |         |                            |  |  |  |  | MAY, FOR         |   |  |         |  |  |  |  |                                |  |  |           |  |  | F. TO: RE-AMC/RLRC |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
| SHIP TO                        |   |  |  |  |  |  |  |         |                            |  |  |  |  | DOCUMENT NUMBER  |   |  |         |  |  |  |  |                                |  |  |           |  |  | REF POST           |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
| 45 46 47 48 49 50              |   |  |  |  |  |  |  |         |                            |  |  |  |  | 51 52 53         |   |  |         |  |  |  |  |                                |  |  |           |  |  | 54 55 56 57 58 59  |          |  |  |  |                             |  |  |                                     |  |  |  |  |             | 60 61                     |    |  |                   |  |  |  |             |  |  |  |    |  |  | 62 63 64 65 66 |                 |  |  |  |  |  |  |  |  |  |  |  |  | 67 68 69 70 71 72 73 74 75 76 77 78 79 80 |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                |   |  |  |  |  |  |  |         |                            |  |  |  |  | 0 1              |   |  |         |  |  |  |  |                                |  |  |           |  |  | 0 5                |          |  |  |  |                             |  |  |                                     |  |  |  |  |             | 9 0 A 0 8 2 4             |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
| G. TIME& DATE OF DELIVERY      |   |  |  |  |  |  |  |         |                            |  |  |  |  | H. DELIVERY TIME |   |  |         |  |  |  |  |                                |  |  |           |  |  | I.                 |          |  |  |  |                             |  |  |                                     |  |  |  |  |             | J. NOMENCLATURE           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
|                                |   |  |  |  |  |  |  |         |                            |  |  |  |  |                  |   |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             | ROCKET CATAPULT, CKU-5A/A |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
| AF FORM 2005, 19860601 (EFA/3) |   |  |  |  |  |  |  |         |                            |  |  |  |  |                  |   |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |
| PREVIOUS EDITION WILL BE USED. |   |  |  |  |  |  |  |         |                            |  |  |  |  |                  |   |  |         |  |  |  |  |                                |  |  |           |  |  |                    |          |  |  |  |                             |  |  |                                     |  |  |  |  |             |                           |    |  |                   |  |  |  |             |  |  |  |    |  |  |                |                 |  |  |  |  |  |  |  |  |  |  |  |  |   |     |  |  |  |  |  |  |  |  |  |  |  |  |

NOTE: Used for turn-in of time change items issued under DIFM control.

Block A - In-Checker's signature and date.

Block B - Inspector's signature and date

Block D - Enter Lot Number and Condition Code (use condition code item was issued under)

Block E - Must Say "DIFM TURN-IN," Reason and Applicable T.O.

Block J- Nomenclature

Card Columns

1-3 Tric Code 540

4-6 Use "TCG"

7 Category Code use "S"

8 - 22 National Stock Number (stock number may be different from issued stock number)

23 - 24 Unit of Issue

25 – 29 Quantity

30 – 43 Document Number (from DIFM Issue)

55 – 56 System Designator use

60 – 61 Priority use “05”

67 – 80 Aircraft Tail Number

***NOTE:*** Only fill in the blocks and columns required above; leave all other blocks blank.

Attachment 13

CUSTODY EXPENDITURE REQUEST

|  |               |  |  |  |  |  |  |                      |  |  |  |  |  |   |    |                               |  |  |  |  |  |  |  |                |  |  |  |                    |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
|--|---------------|--|--|--|--|--|--|----------------------|--|--|--|--|--|---|----|-------------------------------|--|--|--|--|--|--|--|----------------|--|--|--|--------------------|--|--|--|-----------------------------|--|--|--|-------------------------------------|--|--|--|--|--|-------------------------------|--|--|--|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|-----|--|
| ISSUE/TURN-IN REQUEST                      | TRIC          |  |  |  |  |  |  | DELIVER DATE         |  |  |  |  |  |   | BR |                               |  |  |  |  |  | A. INCHEKER, NAME, DATE(TM)  |  |                |  |  |  |                    |  |  |  |                             |  |  |  | B. INSPECTOR, NAME, STAMP, DATE(TM) |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
|  | 1 2 3 4 5 6 7 |  |  |  |  |  |  | M S I                |  |  |  |  |  |   | D  |                               |  |  |  |  |  | Johnny B. Amma   |  |                |  |  |  |                    |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
|  |               |  |  |  |  |  |  |                      |  |  |  |  |  |   |    |                               |  |  |  |  |  | Johnny B. Amma, SSgt   |  |                |  |  |  |                    |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
|  |               |  |  |  |  |  |  |                      |  |  |  |  |  |   |    |                               |  |  |  |  |  | REQUEST, TIMEZ, DATE(S) 7 Feb 01 226-4610  |  |                |  |  |  |                    |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| STOCK NUMBER                               |               |  |  |  |  |  |  | ACOM                 |  |  |  |  |  |   |    | UNIT OF ISSUE                 |  |  |  |  |  |  |  | QUANTITY       |  |  |  |                    |  |  |  | C.                          |  |  |  |                                     |  |  |  |  |  |                               |  |  |  | DOCUMENT NUMBER |  |  |  |  |  |  |  |  |  |  |  |  |  | DID |  |
| 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 |               |  |  |  |  |  |  | 23 24 25 26 27 28 29 |  |  |  |  |  |   |    | 30 31 32 33 34 35 36 37 38 39 |  |  |  |  |  |  |  | 40 41 42 43 44 |  |  |  |                    |  |  |  | ACT ORG SHIP DATE SER NO    |  |  |  |                                     |  |  |  |  |  |                               |  |  |  | DOW             |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| 1 3 0 5 0 1 2 5 5 6 2 7 6                  |               |  |  |  |  |  |  | E A 0 2 4 0 0        |  |  |  |  |  |   |    |                               |  |  |  |  |  |  |  |                |  |  |  |                    |  |  |  | S 1 0 5 S I 8 3 2 5 0 0 0 4 |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| Part Number                                |               |  |  |  |  |  |  |                      |  |  |  |  |  |   |    |                               |  |  |  |  |  | E. TO: REFERENCE TECHNICAL PUBLICATION OR BENTON APPLICATION NEXT HIGHER ASSEMBLY    |  |                |  |  |  |                    |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| D. PART NUMBER OR CODE OR NAME OR PARTS    |               |  |  |  |  |  |  |                      |  |  |  |  |  |   |    |                               |  |  |  |  |  | CERTIFIED CUSTODY EXPENDITURE FOR SMALL ARMS TRAINING IAW AFCAT 21-209 Johnny Draava |  |                |  |  |  |                    |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| LC-99B009-060/648/38A16A3A/CC A            |               |  |  |  |  |  |  |                      |  |  |  |  |  |   |    |                               |  |  |  |  |  |  |  |                |  |  |  |                    |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| WORK ORDER                                 |               |  |  |  |  |  |  |                      |  |  |  |  |  | MARK FOR  |    |                               |  |  |  |  |  |  |  |                |  |  |  | F. TO: REG/MGR/ERC |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| SHIP TO                                    |               |  |  |  |  |  |  |                      |  |  |  |  |  | DOCUMENT NUMBER   |    |                               |  |  |  |  |  |  |  |                |  |  |  | REQ POST           |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| 451 461 471 481 491 501                    |               |  |  |  |  |  |  |                      |  |  |  |  |  | 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 |    |                               |  |  |  |  |  |  |  |                |  |  |  |                    |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| 0 1  |               |  |  |  |  |  |  |                      |  |  |  |  |  | 0 5   |    |                               |  |  |  |  |  |  |  |                |  |  |  | 0 0 1              |  |  |  |                             |  |  |  |                                     |  |  |  |  |  |                               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
| G. TIMEZ, DATE OF DELIVERY                 |               |  |  |  |  |  |  |                      |  |  |  |  |  | H. DELIVERY TIME  |    |                               |  |  |  |  |  |  |  |                |  |  |  | I.                 |  |  |  |                             |  |  |  |                                     |  |  |  |  |  | J. NOMENCLATURE               |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |
|  |               |  |  |  |  |  |  |                      |  |  |  |  |  |   |    |                               |  |  |  |  |  |  |  |                |  |  |  |                    |  |  |  |                             |  |  |  |                                     |  |  |  |  |  | CTG, 5.56MM BALL M193 10/CLIP |  |  |  |                 |  |  |  |  |  |  |  |  |  |  |  |  |  |     |  |

Block A - Printed name, signature, rank, phone number of commander or designated representative and date.

Block B – MASO’s signature

Block C - Category Code

Block D - Lot/Serial number and quantity per Lot/Serial number

Block E - Statement, “Certified Custody Expenditure Request, (reason for use and authorizing directive(s))” and signature of account custodian.

Block J - Nomenclature.

Card Columns:

1-6 TRIC Code IS725A

8-22 National Stock Number

23-24 Unit of Issue

25-29 Quantity

30-43 Document number assets originally issued on (obtain from IS507A, Custody Account Listing).

44 Condition Code

45-50 Informal serial number assigned by custodian.

55-56 System Designator

67-80 Asset Location (obtain from IS507AA, Custody Account Listing)

Attachment 14

CERTIFICATE OF CUSTODY ACCOUNT TRANSFER

MEMORANDUM FOR 649th MUNS/LGAMO

FROM (Organization/Shop Code)

SUBJECT: Certificate of Transfer, Custody Account

I certify that the balances shown on the above munitions custody account as of the above date, and ending with expenditure number \_\_\_\_\_, are true and correct to the best of my knowledge and belief. The property and accountability for said property has as of this date been turned over to \_\_\_\_\_ after completing a joint inventory performed by losing custodian and the gaining custodian with/without MASO representative \_\_\_\_\_.

\_\_\_\_\_  
Signature Printed Name and Rank - Losing Custodian

I certify that I have this date received from \_\_\_\_\_, all property issued to the above mentioned custody account and assume responsibility for the accountability of said property, commencing with expenditure number \_\_\_\_\_.

\_\_\_\_\_  
Signature Printed Name and Rank - Gaining Custodian

1st Ind.

Concur/Non-concur

\_\_\_\_\_  
Signature Printed Name and Rank - Account Commander

2nd Ind.

Concur/Nonconcur with account verification.

\_\_\_\_\_  
Signature Printed Name and Rank - MASO/MASO Rep

Attachment 15

CUSTOMER FEEDBACK SURVEY

Date

MEMORANDUM FOR CUSTODY ACCOUNT

FROM: 649 MUNS/LGAMO

SUBJECT: Customer Feedback Survey

1. In an effort to continuously provide our customers with quality products/service, we ask you to take a few moments to let us know how we are doing. Please use the following scale and provide specific comments for any rating that shows "needs improvement" or "unsatisfactory." Your comments will enable us to reevaluate our processes to serve you better.

5. Outstanding 4. Excellent 3. Satisfactory 2. Needs Improvement 1. Unsatisfactory

A. How does the Munitions Customer Guide and policies within meet your needs in providing the necessary information regarding the management of your munitions account?

1 2 3 4 5

B. How thorough are the account briefings in explaining our obligations to you, and in-turn, your obligations to us?

1 2 3 4 5

C. How do you rate Munitions Operations overall service to you as a munitions account customer?

1 2 3 4 5

D. Below are five processes that Munitions Operations performs for you. Please rate each accordingly:

|                          |   |   |   |   |   |
|--------------------------|---|---|---|---|---|
| Issue Request            | 1 | 2 | 3 | 4 | 5 |
| Expenditure Request      | 1 | 2 | 3 | 4 | 5 |
| Briefings                | 1 | 2 | 3 | 4 | 5 |
| Inventories              | 1 | 2 | 3 | 4 | 5 |
| Custody Account Transfer | 1 | 2 | 3 | 4 | 5 |

E. How do you rate customer service, (i.e.) clear direction, communication, and problem resolving?

1 2 3 4 5

F. How do you rate the appointment and scheduling processes?

1 2 3 4 5

G. How do you rate the flexibility and response time during out of the ordinary requirements?

1 2 3 4 5

H. How do you rate the support provided by the Munitions Storage Element?

1 2 3 4 5

I. How do you rate the support provided by the Munitions Inspection Element?

1 2 3 4 5

2. Please feel free to give comments, ideas and inputs on how we can better serve you. Thank you for your time!!

REMARKS:

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3. Please return your customer feedback survey, at your leisure, to:

649<sup>th</sup> MUNS/LGAMO  
 6075 Indigo Lane  
 Bldg. 1532  
 Hill AFB UT 84056